

ALPINE SCHOOL DISTRICT  
&  
ALPINE EDUCATION ASSOCIATION

Certified Negotiated Agreement  
2017 – 2018

April 28, 2017

The enclosed items are additions, corrections, or  
deletions to the 2016-2017 Negotiated Agreement

Negotiations Teams:

AEA Team

Michael D. Gowans, Spokesman  
Glenda Anderson, Alpine UniServ  
Marla Hendrickson  
Brandon Engles  
Lois Johnson  
BetteJo McLelland  
Derek Smith

Board Team

Kevin Cox, Spokesman  
John Patten  
Robert W. Smith  
Elizabeth J. Wilson  
Tim Brantley  
Craig Jensen

CERTIFIED SETTLEMENT

2017-2018

1. Alpine School District agrees to fund salary increases as per attached schedule. (\$530 added to base, \$1,500 added to each step, re-index entire schedule).
2. Alpine School District will increase the contract days for certified employees to 185 days.
3. Alpine School District agrees to fund step and lane.
4. Alpine School District agrees to fund insurance increases with changes to deductibles (attached)
5. Alpine School District agrees to fund 57 aides to serve as substitute teachers at schools most impacted by the substitute shortage.
6. Alpine School District agrees to form a committee to study the District's productivity model.
7. Alpine School District agrees to continue the Joint Educator Evaluation Committee.
8. 4057 – Evaluation Policy (attached)
9. 4033 – Retirement Incentives and Eligibility (attached)
10. 4016 – Retired Educator Insurance (attached)
11. 4031.3 – Extended Contracts and Addenda's (attached)
12. 4087.1 – Disciplinary Suspension (attached)
13. 4047 – Contractual Agreements (attached)
14. 4019 – Health and Disability Leave (attached)

**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 1 - B.S. Degree									
	Lane 1 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 1A Elementary Extended Day	Lane 1B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 1C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 1D Sr. High Teacher Extra Period for Half Year	Lane 1E Sr. High Teacher Extra Period for Full Year	Lane 1F Jr. High/Middle Media Specialist	Lane 1G Jr. High/Middle Counselor	Lane 1H Sr. High Counselor	
	Index	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%	
1	1.11243	\$41,343	\$38,928	\$44,910	\$38,645	\$40,919	\$39,714	\$41,680	\$38,338	
2	1.13601	\$42,220	\$39,753	\$45,862	\$39,464	\$41,786	\$40,556	\$42,564	\$39,151	
3	1.15960	\$43,096	\$40,579	\$46,815	\$40,284	\$42,654	\$41,398	\$43,448	\$39,964	
4	1.18325	\$43,975	\$41,406	\$47,769	\$41,106	\$43,523	\$42,243	\$44,334	\$40,779	
5	1.22624	\$45,573	\$42,910	\$49,505	\$42,599	\$45,105	\$43,777	\$45,945	\$42,260	
6	1.26914	\$47,167	\$44,412	\$51,237	\$44,089	\$46,683	\$45,309	\$47,552	\$43,739	
7	1.32920	\$49,400	\$46,513	\$53,662	\$46,176	\$48,892	\$47,453	\$49,802	\$45,809	
8	1.38935	\$51,635	\$48,618	\$56,090	\$48,265	\$51,104	\$49,600	\$52,056	\$47,882	
9	1.44941	\$53,867	\$50,720	\$58,515	\$50,352	\$53,314	\$51,745	\$54,306	\$49,952	
10	1.50956	\$56,103	\$52,825	\$60,943	\$52,441	\$55,526	\$53,892	\$56,560	\$52,024	
11	1.56962	\$58,335	\$54,927	\$63,368	\$54,528	\$57,735	\$56,036	\$58,810	\$54,094	
12	1.62977	\$60,570	\$57,031	\$65,796	\$56,617	\$59,948	\$58,184	\$61,064	\$56,167	

LANE 1 = 7 HRS/DAY, 185 DAYS  
LANE 1A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS  
LANE 1B = 185 DAYS + 13 PRODUCTIVITY DAYS (5 PERIODS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)  
LANE 1C = 185 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS  
LANE 1D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER  
LANE 1E = 185 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS  
LANE 1F = 185 DAYS + 17 ADDITIONAL DAYS  
LANE 1G = 185 DAYS + 27 ADDITIONAL DAYS  
LANE 1H = 185 DAYS + 10 ADDITIONAL DAYS

**Salary Schedule Base \$32,696**

For fiscal year 2017-18, the contract was increased by three PD days & the salary schedule base was increased by \$530. In addition, \$1,500 was added to each base step within Lane 1 & the schedule was re-indexed accordingly.

Summer School Rate	2014	2015	2016	2017	2018
	\$31.77	\$32.09	\$33.37	\$33.70	\$35.04

Lane Placement Provisions

- Educators are placed on lanes in accordance with the current status of the educator. Lane placement may be changed if the status of the educator changes. Reasons for change can include, but are not limited to:
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  - Reasonable advance written notice of planned increase/decrease. A minimum of 20 working days' notice is recommended. In case of extreme or serious problems, no advance notice is required.
- Compensation for lanes beyond the base lane is excluded from the computation of any early retirement stipend benefit.

**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 2 - B.S. Degree +20 Sem Hrs.									
	Lane 2 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 2A Elementary Extended Day	Lane 2B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 2C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 2D Sr. High Teacher Extra Period for Half Year	Lane 2E Sr. High Teacher Extra Period for Full Year	Lane 2F Jr. High/Middle Media Specialist	Lane 2G Jr. High/Middle Counselor	Lane 2H Sr. High Counselor	
	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%	
1	1.12922 \$36,921	\$41,967	\$39,515	\$45,588	\$39,229	\$41,536	\$40,314	\$42,309	\$38,917	
2	1.15865 \$37,883	\$43,061	\$40,545	\$46,776	\$40,251	\$42,619	\$41,364	\$43,412	\$39,931	
3	1.18806 \$38,845	\$44,154	\$41,574	\$47,964	\$41,273	\$43,700	\$42,414	\$44,514	\$40,945	
4	1.21757 \$39,810	\$45,251	\$42,607	\$49,155	\$42,298	\$44,786	\$43,468	\$45,620	\$41,962	
5	1.26086 \$41,215	\$46,849	\$44,111	\$50,891	\$43,791	\$46,367	\$45,003	\$47,230	\$43,443	
6	1.31204 \$42,898	\$48,762	\$45,913	\$52,969	\$45,580	\$48,261	\$46,840	\$49,159	\$45,217	
7	1.37219 \$44,865	\$50,997	\$48,018	\$55,397	\$47,669	\$50,473	\$48,988	\$51,413	\$47,290	
8	1.43225 \$46,829	\$53,229	\$50,120	\$57,822	\$49,756	\$52,682	\$51,132	\$53,663	\$49,360	
9	1.49240 \$48,796	\$55,465	\$52,224	\$60,250	\$51,845	\$54,895	\$53,279	\$55,917	\$51,433	
10	1.55246 \$50,759	\$57,697	\$54,326	\$62,675	\$53,932	\$57,104	\$55,424	\$58,167	\$53,503	
11	1.61261 \$52,726	\$59,932	\$56,431	\$65,103	\$56,021	\$59,317	\$57,571	\$60,421	\$55,576	
12	1.71566 \$56,095	\$63,762	\$60,037	\$69,264	\$59,601	\$63,107	\$61,250	\$64,282	\$59,127	

LANE 2 = 7 HRS/DAY, 185 DAYS  
 LANE 2A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS  
 LANE 2B = 185 DAYS + 13 PRODUCTIVITY DAYS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)  
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**Salary Schedule Base \$32,696**

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Lane Placement Provisions

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**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 3 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 3A Elementary Extended Day	Lane 3B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 3C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 3D Sr. High Teacher Extra Period for Half Year	Lane 3E Sr. High Teacher Extra Period for Full Year	Lane 3F Jr. High/Middle Media Specialist	Lane 3G Jr. High/Middle Counselor	Lane 3H Sr. High Counselor
1	Base 1.14611 \$37,473	+ 13.6680% \$42,595	+ 7.0270% \$40,106	+ 23.4749% \$48,270	+ 6.25% \$39,815	+ 12.50% \$42,157	+ 9.1892% \$40,917	+ 14.5946% \$42,942	+ 5.4054% \$39,499
2	1.17854 \$38,534	\$43,800	\$41,241	\$47,579	\$40,942	\$43,350	\$42,074	\$44,157	\$40,616
3	1.21097 \$39,594	\$45,006	\$42,376	\$48,888	\$42,068	\$44,543	\$43,232	\$45,372	\$41,734
4	1.24340 \$40,654	\$46,211	\$43,511	\$50,198	\$43,195	\$45,736	\$44,390	\$46,588	\$42,852
5	1.28630 \$42,057	\$47,805	\$45,012	\$51,930	\$44,685	\$47,314	\$45,922	\$48,195	\$44,330
6	1.34646 \$44,024	\$50,041	\$47,117	\$54,358	\$46,775	\$49,527	\$48,089	\$50,449	\$46,404
7	1.40651 \$45,987	\$52,273	\$49,219	\$56,783	\$48,861	\$51,736	\$50,213	\$52,699	\$48,473
8	1.46667 \$47,954	\$54,509	\$51,324	\$59,211	\$50,951	\$53,949	\$52,361	\$54,953	\$50,546
9	1.52672 \$49,918	\$56,740	\$53,425	\$61,636	\$53,037	\$56,157	\$54,505	\$57,203	\$52,616
10	1.58688 \$51,885	\$58,976	\$55,531	\$64,064	\$55,127	\$58,370	\$56,652	\$59,457	\$54,689
11	1.64693 \$53,848	\$61,208	\$57,632	\$66,489	\$57,214	\$60,579	\$58,796	\$61,707	\$56,759
12	1.73282 \$56,656	\$64,400	\$60,638	\$69,956	\$60,197	\$63,738	\$61,863	\$64,925	\$59,719
15	1.81868 \$59,464	\$67,591	\$63,642	\$73,423	\$63,180	\$66,897	\$64,928	\$68,142	\$62,678
18	1.92173 \$62,833	\$71,421	\$67,248	\$77,583	\$66,760	\$70,687	\$68,607	\$72,003	\$66,229

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**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 4 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 4A Elementary Extended Day	Lane 4B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 4C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 4D Sr. High Teacher Extra Period for Half Year	Lane 4E Sr. High Teacher Extra Period for Full Year	Lane 4F Jr. High/Middle Media Specialist	Lane 4G Jr. High/Middle Counselor	Lane 4H Sr. High Counselor
	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1,16326 \$38,034	\$43,232	\$40,707	\$46,962	\$40,411	\$42,788	\$41,529	\$43,585	\$40,090
2	1,20428 \$39,375	\$44,757	\$42,142	\$48,618	\$41,836	\$44,297	\$42,993	\$45,122	\$41,504
3	1,24529 \$40,716	\$46,281	\$43,577	\$50,274	\$43,261	\$45,806	\$44,457	\$46,658	\$42,917
4	1,28630 \$42,057	\$47,805	\$45,012	\$51,930	\$44,885	\$47,314	\$45,922	\$48,195	\$44,330
5	1,32920 \$43,460	\$49,400	\$46,513	\$53,662	\$46,176	\$48,892	\$47,453	\$49,802	\$45,809
6	1,39793 \$45,707	\$51,954	\$48,919	\$56,436	\$48,563	\$51,420	\$49,907	\$52,377	\$48,177
7	1,45809 \$47,674	\$54,190	\$51,024	\$58,865	\$50,853	\$53,633	\$52,055	\$54,631	\$50,251
8	1,51814 \$49,637	\$56,422	\$53,125	\$61,289	\$52,739	\$55,842	\$54,198	\$56,881	\$52,320
9	1,57830 \$51,604	\$58,657	\$55,230	\$63,718	\$54,829	\$58,055	\$56,346	\$59,136	\$54,394
10	1,63835 \$53,567	\$60,889	\$57,332	\$66,142	\$56,915	\$60,263	\$58,490	\$61,385	\$56,463
11	1,69851 \$55,534	\$63,125	\$59,437	\$68,571	\$59,005	\$62,476	\$60,638	\$63,640	\$58,536
12	1,78437 \$58,342	\$66,316	\$62,441	\$72,037	\$61,988	\$65,634	\$63,703	\$66,857	\$61,495
15	1,87019 \$61,148	\$69,505	\$65,445	\$75,502	\$64,969	\$68,791	\$66,767	\$70,072	\$64,453
18	1,95605 \$63,955	\$72,696	\$68,449	\$78,968	\$67,952	\$71,949	\$69,852	\$73,289	\$67,412
21	2,04194 \$66,763	\$75,888	\$71,455	\$82,436	\$70,936	\$75,109	\$72,898	\$76,507	\$70,372
24	2,15498 \$70,459	\$80,090	\$75,410	\$86,999	\$74,863	\$79,267	\$76,934	\$80,742	\$74,268

LANE 4 = 7 HRS/DAY, 185 DAYS  
LANE 4A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS  
LANE 4B = 185 DAYS + 13 PRODUCTIVITY DAYS (5 PERIODS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)  
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Fiscal Year 2017-18**

Step	Lane 5 - B.S. Degree +70 Sem Hrs.									
	Lane 5 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 5A Elementary Extended Day	Lane 5B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 5C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 5D Sr. High Teacher Extra Period for Half Year	Lane 5E Sr. High Teacher Extra Period for Full Year	Lane 5F Jr. High/Middle Media Specialist	Lane 5G Jr. High/Middle Counselor	Lane 5H Sr. High Counselor	Lane 5H Sr. High Counselor
1	Base 1.16326	+ 13.6680% \$43,232	+ 7.0270% \$40,707	+ 23.4749% \$46,962	+ 6.25% \$40,411	+ 12.50% \$42,788	+ 9.1892% \$41,529	+ 14.5946% \$43,585	+ 5.4054% \$40,090	
2	1.20428	\$44,757	\$42,142	\$48,618	\$41,836	\$44,297	\$42,993	\$45,122	\$41,504	
3	1.24529	\$46,281	\$43,577	\$50,274	\$43,281	\$45,806	\$44,457	\$46,658	\$42,917	
4	1.28630	\$47,805	\$45,012	\$51,930	\$44,685	\$47,314	\$45,922	\$48,195	\$44,330	
5	1.32920	\$49,400	\$46,513	\$53,662	\$46,176	\$48,992	\$47,453	\$49,802	\$45,809	
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7	1.45809	\$54,190	\$51,024	\$58,865	\$50,653	\$53,633	\$52,055	\$54,631	\$50,251	
8	1.51814	\$56,422	\$53,125	\$61,289	\$52,739	\$55,842	\$54,198	\$56,881	\$52,320	
9	1.57830	\$58,657	\$55,230	\$63,718	\$54,829	\$58,055	\$56,346	\$59,136	\$54,394	
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Step	Lane 6 - M.S. Degree									
	Lane 6 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 6A Elementary Extended Day	Lane 6B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 6C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 6D Sr. High Teacher Extra Period for Half Year	Lane 6E Sr. High Teacher Extra Period for Full Year	Lane 6F Jr. High/Middle Media Specialist	Lane 6G Jr. High/Middle Counselor	Lane 6H Sr. High Counselor	
1	1.16326 \$38,034	+ 13.6680% \$43,232	+ 7.0270% \$40,707	+ 23.4749% \$48,962	+ 6.25% \$40,411	+ 12.50% \$42,788	+ 9.1892% \$41,529	+ 14.5946% \$43,585	+ 5.4054% \$40,090	
2	1.20428 \$39,375	\$44,757	\$42,142	\$48,618	\$41,836	\$44,297	\$42,993	\$45,122	\$41,504	
3	1.24529 \$40,716	\$46,281	\$43,577	\$50,274	\$43,261	\$45,806	\$44,457	\$46,658	\$42,917	
4	1.28630 \$42,057	\$47,805	\$45,012	\$51,930	\$44,685	\$47,314	\$45,922	\$48,195	\$44,330	
5	1.32920 \$43,460	\$49,400	\$46,513	\$53,662	\$46,176	\$48,892	\$47,453	\$49,802	\$45,809	
6	1.39793 \$45,707	\$51,954	\$48,919	\$56,436	\$48,563	\$51,420	\$49,907	\$52,377	\$48,177	
7	1.45809 \$47,674	\$54,190	\$51,024	\$58,865	\$50,653	\$53,633	\$52,055	\$54,631	\$50,251	
8	1.51814 \$49,637	\$56,422	\$53,125	\$61,289	\$52,739	\$55,842	\$54,198	\$56,881	\$52,320	
9	1.57830 \$51,604	\$58,657	\$55,230	\$63,718	\$54,929	\$58,055	\$56,346	\$59,136	\$54,394	
10	1.63835 \$53,567	\$60,889	\$57,332	\$66,142	\$56,915	\$60,263	\$58,490	\$61,385	\$56,463	
11	1.69851 \$55,534	\$63,125	\$59,437	\$68,571	\$59,005	\$62,476	\$60,638	\$63,640	\$58,536	
12	1.78437 \$58,342	\$66,316	\$62,441	\$72,037	\$61,988	\$65,634	\$63,703	\$66,857	\$61,495	
15	1.87019 \$61,148	\$69,505	\$65,445	\$75,502	\$64,969	\$68,791	\$66,767	\$70,072	\$64,453	
18	1.95605 \$63,955	\$72,696	\$68,449	\$78,968	\$67,952	\$71,949	\$69,832	\$73,289	\$67,412	
21	2.04194 \$66,763	\$75,888	\$71,455	\$82,436	\$70,936	\$75,109	\$72,898	\$76,507	\$70,372	
24	2.15498 \$70,459	\$80,090	\$75,410	\$86,999	\$74,863	\$79,267	\$76,934	\$80,742	\$74,268	

LANE 6 = 7 HRS/DAY, 185 DAYS

LANE 6A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS

LANE 6B = 185 DAYS + 13 PRODUCTIVITY DAYS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)

LANE 6C = 185 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS

LANE 6D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER

LANE 6E = 185 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS

LANE 6F = 185 DAYS + 17 ADDITIONAL DAYS

LANE 6G = 185 DAYS + 27 ADDITIONAL DAYS

LANE 6H = 185 DAYS + 10 ADDITIONAL DAYS

Lane Placement Provisions

1. Educators are placed on lanes in accordance with the current status of the educator. Lane placement may be changed if the status of the educator changes. Reasons for change can include, but are not limited to:
  - a. Mutual agreement between the educator and administrator that total hours worked increase or decrease.
  - b. Unsatisfactory performance by the educator where the supervisor made a sincere effort to help the educator remediate the unsatisfactory performance, resulting in a decrease of total hours worked.
  - c. Reasonable advance written notice of planned increase/decrease. A minimum of 20 working days' notice is recommended. In case of extreme or serious problems, no advance notice is required.
2. Compensation for lanes beyond the base lane is excluded from the computation of any early retirement stipend benefit.

Salary Schedule Base **\$32,696**

For fiscal year 2017-18, the contract was increased by three PD days & the salary schedule base was increased by \$630. In addition, \$1,500 was added to each base step within Lane 1 & the schedule was re-indexed accordingly.

Summer School Rate	2014	2015	2016	2017	2018
	\$31.77	\$32.09	\$33.37	\$33.70	\$35.04



**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 7 - M.S. Degree +20 Sem Hrs.								
	Lane Z Elem (K, Traditional) Sr. High (Tch/Media)	Lane 7A Elementary Extended Day	Lane 7B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 7C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 7D Sr. High Teacher Extra Period for Half Year	Lane 7E Sr. High Teacher Extra Period for Full Year	Lane 7F Jr. High/Middle Media Specialist	Lane 7G Jr. High/Middle Counselor	Lane 7H Sr. High Counselor
	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1.17184 \$38,314	\$43,551	\$41,007	\$47,309	\$40,709	\$43,104	\$41,835	\$43,906	\$40,386
2	1.22143 \$39,936	\$45,394	\$42,742	\$49,311	\$42,432	\$44,928	\$43,606	\$45,764	\$42,095
3	1.27103 \$41,558	\$47,238	\$44,478	\$51,313	\$44,155	\$46,752	\$45,376	\$47,623	\$43,804
4	1.32062 \$43,179	\$49,081	\$46,213	\$53,315	\$45,878	\$48,576	\$47,147	\$49,481	\$45,513
5	1.36981 \$44,885	\$50,678	\$47,718	\$55,051	\$47,371	\$50,158	\$48,682	\$51,092	\$46,995
6	1.43225 \$46,829	\$53,229	\$50,120	\$57,822	\$49,756	\$52,682	\$51,132	\$53,663	\$49,360
7	1.49240 \$48,796	\$55,465	\$52,224	\$60,250	\$51,845	\$54,895	\$53,279	\$55,917	\$51,433
8	1.55246 \$50,759	\$57,697	\$54,326	\$62,675	\$53,932	\$57,104	\$55,424	\$58,167	\$53,503
9	1.61261 \$52,726	\$59,932	\$56,431	\$65,103	\$56,021	\$59,317	\$57,571	\$60,421	\$55,576
10	1.67273 \$54,692	\$62,167	\$58,535	\$67,530	\$58,110	\$61,528	\$59,717	\$62,674	\$57,648
11	1.73282 \$56,656	\$64,400	\$60,638	\$69,956	\$60,197	\$63,738	\$61,863	\$64,925	\$59,719
12	1.81868 \$59,464	\$67,591	\$63,642	\$73,423	\$63,180	\$66,897	\$64,928	\$68,142	\$62,678
15	1.90458 \$62,272	\$70,784	\$66,648	\$76,890	\$66,164	\$70,056	\$67,994	\$71,361	\$65,638
18	1.99037 \$65,077	\$73,972	\$69,650	\$80,354	\$69,144	\$73,212	\$71,057	\$74,575	\$68,595
21	2.07626 \$67,885	\$77,164	\$72,656	\$83,821	\$72,128	\$76,371	\$74,124	\$77,793	\$71,555
24	2.17213 \$71,020	\$80,727	\$76,011	\$87,692	\$75,459	\$79,897	\$77,546	\$81,385	\$74,859
27	2.27854 \$74,499	\$84,682	\$79,734	\$91,988	\$79,155	\$83,812	\$81,345	\$85,372	\$78,526

LANE 7 = 7 HRS/DAY, 185 DAYS  
LANE 7A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS  
LANE 7B = 185 DAYS + 13 PRODUCTIVITY DAYS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)  
LANE 7C = 185 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS  
LANE 7D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER  
LANE 7E = 185 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS  
LANE 7F = 185 DAYS + 17 ADDITIONAL DAYS  
LANE 7G = 185 DAYS + 27 ADDITIONAL DAYS  
LANE 7H = 185 DAYS + 10 ADDITIONAL DAYS

**Salary Schedule Base \$32,696**

For fiscal year 2017-18, the contract was increased by three PD days & the salary schedule base was increased by \$530. In addition, \$1,500 was added to each base step within Lane 1 & the schedule was re-indexed accordingly.

Summer School Rate	2014	2015	2016	2017	2018
	\$31.77	\$32.09	\$33.37	\$33.70	\$35.04

Lane Placement Provisions

1. Educators are placed on lanes in accordance with the current status of the educator. Lane placement may be changed if the status of the educator changes. Reasons for change can include, but are not limited to:
  - a. Mutual agreement between the educator and administrator that total hours worked increase or decrease.
  - b. Unsatisfactory performance by the educator where the supervisor made a sincere effort to help the educator remediate the unsatisfactory performance, resulting in a decrease of total hours worked.
  - c. Reasonable advance written notice of planned increase/decrease. A minimum of 20 working days' notice is recommended. In case of extreme or serious problems, no advance notice is required.
2. Compensation for lanes beyond the base lane is excluded from the computation of any early retirement stipend benefit.

**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 8 - M.S. Degree +37 Sem Hrs.								
	Lane 8 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 8A Elementary Extended Day	Lane 8B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 8C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 8D Sr. High Teacher Extra Period for Half Year	Lane 8E Sr. High Teacher Extra Period for Full Year	Lane 8F Jr. High/Middle Media Specialist	Lane 8G Jr. High/Middle Counselor	Lane 8H Sr. High Counselor
1	Base 1.18042	+ 13.6680% \$43,870	+ 7.0270% \$41,307	+ 23.4749% \$47,655	+ 6.25% \$41,007	+ 12.50% \$43,419	+ 9.1892% \$42,142	+ 14.5946% \$44,228	+ 5.4054% \$40,681
2	1.23859	\$46,032	\$43,343	\$50,004	\$43,028	\$45,559	\$44,218	\$46,407	\$42,686
3	1.29676	\$48,194	\$45,378	\$52,352	\$45,049	\$47,699	\$46,295	\$48,587	\$44,691
4	1.35503	\$44,304	\$47,417	\$54,704	\$47,073	\$49,842	\$48,375	\$50,770	\$46,699
5	1.39793	\$45,707	\$48,919	\$56,436	\$48,563	\$51,420	\$49,907	\$52,377	\$48,177
6	1.46667	\$47,954	\$51,324	\$59,211	\$50,951	\$53,949	\$52,361	\$54,953	\$50,546
7	1.52672	\$49,918	\$53,425	\$61,636	\$53,037	\$56,157	\$54,505	\$57,203	\$52,616
8	1.58688	\$51,885	\$55,531	\$64,064	\$55,127	\$58,370	\$56,652	\$59,457	\$54,689
9	1.64693	\$53,848	\$57,632	\$66,489	\$57,214	\$60,579	\$58,796	\$61,707	\$56,759
10	1.70709	\$55,815	\$59,737	\$68,918	\$59,303	\$62,792	\$60,944	\$63,961	\$58,832
11	1.76714	\$57,778	\$61,838	\$71,342	\$61,390	\$65,001	\$63,088	\$66,211	\$60,902
12	1.85300	\$60,586	\$64,843	\$74,808	\$64,372	\$68,159	\$66,153	\$69,428	\$63,861
15	1.93889	\$63,394	\$67,849	\$78,276	\$67,356	\$71,318	\$69,219	\$72,646	\$66,821
18	2.02479	\$66,203	\$70,855	\$81,744	\$70,340	\$74,478	\$72,286	\$75,865	\$69,781
21	2.11058	\$69,008	\$73,857	\$85,207	\$73,320	\$77,633	\$75,349	\$79,079	\$72,738
24	2.20645	\$72,142	\$77,212	\$89,077	\$76,651	\$81,160	\$78,771	\$82,671	\$76,042
27	2.31285	\$75,621	\$80,935	\$93,373	\$80,347	\$85,074	\$82,570	\$86,658	\$79,709

LANE 8 = 7 HRS/DAY, 185 DAYS

LANE 8A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS

LANE 8B = 185 DAYS + 13 PRODUCTIVITY DAYS (5 PERIODS (0.8333 FTE)=9.5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)

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LANE 8D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER

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LANE 8F = 185 DAYS + 17 ADDITIONAL DAYS

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Lane Placement Provisions

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  - c. Reasonable advance written notice of planned increase/decrease. A minimum of 20 working days' notice is recommended. In case of extreme or serious problems, no advance notice is required.
2. Compensation for lanes beyond the base lane is excluded from the computation of any early retirement stipend benefit.

**Salary Schedule Base** \$32,696

For fiscal year 2017-18, the contract was increased by three PD days & the salary schedule base was increased by \$530. In addition, \$1,500 was added to each base step within Lane 1 & the schedule was re-indexed accordingly.

Summer School Rate	2014	\$31.77
	2015	\$32.09
	2016	\$33.37
	2017	\$33.70
	2018	\$35.04

**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2017-18**

Step	Lane 9 Elem (K, Traditional) Sr. High (Tch/Media)	Lane 9A Elementary Extended Day	Lane 9 - Ph.D Degree								
			Lane 9B Jr. High/Middle Tch 6 Periods w/ Productivity	Lane 9C Jr. High/Middle Tch 7 Periods w/ Productivity	Lane 9D Sr. High Teacher Extra Period for Half Year	Lane 9E Sr. High Teacher Extra Period for Full Year	Lane 9F Jr. High/Middle Media Specialist	Lane 9G Jr. High/Middle Counselor	Lane 9H Sr. High Counselor		
	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%		
1	1.18900	\$38,876	\$41,607	\$48,002	\$41,305	\$43,735	\$42,448	\$44,549	\$40,977		
2	1.25575	\$41,058	\$43,943	\$50,696	\$43,624	\$46,190	\$44,831	\$47,050	\$43,277		
3	1.32250	\$43,240	\$46,279	\$53,391	\$45,943	\$48,646	\$47,214	\$49,551	\$45,578		
4	1.38935	\$45,426	\$48,618	\$56,090	\$48,265	\$51,104	\$49,600	\$52,056	\$47,882		
5	1.44941	\$47,390	\$50,720	\$58,515	\$50,352	\$53,314	\$51,745	\$54,306	\$49,952		
6	1.51814	\$49,637	\$53,125	\$61,289	\$52,739	\$55,842	\$54,198	\$56,881	\$52,320		
7	1.57830	\$51,604	\$55,230	\$63,718	\$54,829	\$58,055	\$56,346	\$59,136	\$54,394		
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9	1.69851	\$55,534	\$59,437	\$68,571	\$59,005	\$62,476	\$60,638	\$63,640	\$58,536		
10	1.75856	\$57,498	\$61,538	\$70,995	\$61,091	\$64,685	\$62,781	\$65,889	\$60,606		
11	1.81868	\$59,464	\$63,642	\$73,423	\$63,180	\$66,897	\$64,928	\$68,142	\$62,678		
12	1.90458	\$62,272	\$70,784	\$76,890	\$66,164	\$70,056	\$67,994	\$71,361	\$65,638		
15	1.99037	\$65,077	\$73,972	\$80,354	\$69,144	\$73,212	\$71,057	\$74,575	\$68,595		
18	2.07626	\$67,885	\$77,164	\$83,821	\$72,128	\$76,371	\$74,124	\$77,793	\$71,555		
21	2.16215	\$70,694	\$80,356	\$87,289	\$75,112	\$79,530	\$77,190	\$81,011	\$74,515		
24	2.25803	\$73,829	\$83,919	\$91,160	\$78,443	\$83,057	\$80,613	\$84,604	\$77,819		
27	2.36433	\$77,304	\$87,870	\$95,451	\$82,136	\$86,967	\$84,408	\$88,586	\$81,483		

LANE 9 = 7 HRS/DAY, 185 DAYS

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Salary Schedule Base **\$32,696**

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2. Compensation for lanes beyond the base lane is excluded from the computation of any early retirement stipend benefit.

Alpine School District  
 Teacher Salary Schedule  
 Fiscal Year 2017-18  
 High School Extended Year - Per Period Per Term

Step	Lane I		Lane II		Lane III		Lane IV		Lane V		Lane VI		Lane VII		Lane VIII		Lane IX			
	B.S. Degree	1-Period per Term	B.S. Degree	1-Period per Term	B.S. Degree	1-Period per Term	B.S. Degree	1-Period per Term	B.S. Degree	1-Period per Term	M.S. Degree	1-Period per Term	M.S. Degree	1-Period per Term	M.S. Degree	1-Period per Term	M.S. Degree	1-Period per Term	Ph.D. Degree	1-Period per Term
1	36,372	1,515.50	36,921	1,538.38	37,473	1,561.38	38,034	1,584.75	38,034	1,584.75	38,034	1,584.75	38,314	1,596.42	38,595	1,608.13	38,876	1,619.83		
2	37,143	1,547.63	37,883	1,578.46	38,534	1,605.58	39,375	1,640.63	39,375	1,640.63	39,375	1,640.63	39,936	1,664.00	40,497	1,687.38	41,058	1,710.75		
3	37,914	1,579.75	38,845	1,618.54	39,594	1,649.75	40,716	1,696.50	40,716	1,696.50	40,716	1,696.50	41,558	1,731.58	42,399	1,766.63	43,240	1,801.67		
4	38,688	1,612.00	39,810	1,658.75	40,654	1,693.92	42,057	1,752.38	42,057	1,752.38	42,057	1,752.38	43,179	1,799.13	44,304	1,846.00	45,426	1,892.75		
5	40,093	1,670.54	41,215	1,717.29	42,057	1,752.38	43,460	1,810.83	43,460	1,810.83	43,460	1,810.83	44,585	1,857.71	45,707	1,904.46	47,300	1,974.58		
6	41,496	1,729.00	42,898	1,787.42	44,024	1,834.33	45,707	1,904.46	45,707	1,904.46	45,707	1,904.46	46,829	1,951.21	47,954	1,998.08	49,637	2,068.21		
7	43,460	1,810.83	44,865	1,869.38	45,987	1,916.13	47,674	1,986.42	47,674	1,986.42	47,674	1,986.42	48,796	2,033.17	49,918	2,079.92	51,604	2,150.17		
8	45,426	1,892.75	46,829	1,951.21	47,954	1,998.08	49,637	2,068.21	49,637	2,068.21	49,637	2,068.21	50,759	2,114.96	51,885	2,161.88	53,567	2,231.96		
9	47,390	1,974.58	48,796	2,033.17	49,918	2,079.92	51,604	2,150.17	51,604	2,150.17	51,604	2,150.17	52,726	2,196.92	53,848	2,243.67	55,534	2,313.92		
10	49,357	2,056.54	50,759	2,114.96	51,885	2,161.88	53,567	2,231.96	53,567	2,231.96	53,567	2,231.96	54,692	2,278.83	55,815	2,325.63	57,498	2,395.75		
11	51,320	2,138.33	52,726	2,196.92	53,848	2,243.67	55,534	2,313.92	55,534	2,313.92	55,534	2,313.92	56,656	2,360.67	57,778	2,407.42	59,464	2,477.67		
12	53,287	2,220.29	56,095	2,337.29	56,656	2,360.67	58,342	2,430.92	58,342	2,430.92	58,342	2,430.92	59,464	2,477.67	60,586	2,524.42	62,272	2,594.67		
15					59,464	2,477.67	61,148	2,547.83	61,148	2,547.83	61,148	2,547.83	62,272	2,594.67	63,394	2,641.42	65,077	2,711.54		
18					62,833	2,618.04	63,955	2,664.79	63,955	2,664.79	63,955	2,664.79	65,077	2,711.54	66,203	2,758.46	67,885	2,828.54		
21					66,763	2,781.79	66,763	2,781.79	66,763	2,781.79	66,763	2,781.79	67,885	2,828.54	69,008	2,875.33	70,694	2,945.58		
24					70,459	2,935.79	70,459	2,935.79	70,459	2,935.79	70,459	2,935.79	71,020	2,959.17	72,142	3,005.92	73,829	3,076.21		
27							73,374	3,057.25	73,374	3,057.25	73,374	3,057.25	74,499	3,104.13	75,621	3,150.88	77,304	3,221.00		

Salary Schedule Base \$ 32,696

For fiscal year 2017-18, the contract was increased by three PD days & the salary schedule base was increased by \$530. In addition, \$1,500 was added to each base step within Lane I & the schedule was re-indexed accordingly.



**Alpine School District**  
Plan Comparison  
2017-18 Contract Year

Administered by Educators Mutual Insurance Association  
EMI Health Customer Service 801-262-7475 or 1-800-662-5851  
Self Funded Employee Medical Benefit Plan

	Plan 1A		Plan 2A		Plan 3A		Plan 4A		Plan 5 QDHP	
	Participating Provider Option	Non-Participating Provider Option	Participating Provider Option	Non-Participating Provider Option	Participating Provider Option	Non-Participating Provider Option	Participating Provider Option	Non-Participating Provider Option	Participating Provider Option	Non-Participating Provider Option
Medical Deductible (Per Person/Family Per Year). Please note * Benefit Accumulator. Contract Year	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1,250 / \$2,500	\$2,500 / \$5,000	\$1,500 / \$3,000	\$3,000 / \$6,000	\$1,500 / \$3,000	\$3,000 / \$6,000	\$1,500 / \$3,000	\$3,000 / \$6,000
Out-of-Pocket Maximum (Per Person/Family Per Year). Please note * Deductible is included in the Out-of-Pocket Maximum	\$2,250 / \$4,500	\$2,750 / \$5,500	\$3,250 / \$6,500	\$5,000 / \$10,000	\$3,500 / \$7,000	\$5,500 / \$11,000	\$4,000 / \$8,000	\$6,000 / \$12,000	\$2,500 / \$5,000	\$5,000 / \$10,000
Coinsurance	♦\$200	♦20%	♦10%	♦30%	♦10%	♦30%	♦20%	♦40%	♦20%	♦40%
Physician Office Visits (primary care)	♦Covered 100%	♦20%	♦10%	♦30%	♦10%	♦30%	♦20%	♦40%	♦20%	♦40%
Physician Office Visits (specialist care)	\$25	♦20%	\$25	♦30%	\$25	♦30%	\$30	♦40%	♦20%	♦40%
Eligible Preventive Services	\$40	♦20%	\$40	♦30%	\$40	♦30%	\$45	♦40%	♦20%	♦40%
Urgent Care Clinic	♦Covered 100%	Not Covered	Covered 100%	Not Covered	Covered 100%	Not Covered	Covered 100%	Not Covered	Covered 100%	Not Covered
Emergency Room (ER)	\$35	♦20%	\$35	♦30%	\$35	♦30%	\$40	♦40%	♦20%	♦40%
	\$200	\$200	\$200	\$200	\$200	\$200	\$250	\$250	♦20%	♦20%
	<b>Retail</b>	<b>Mail Order</b>	<b>Retail</b>	<b>Mail Order</b>	<b>Retail</b>	<b>Mail Order</b>	<b>Retail</b>	<b>Mail Order</b>	<b>Retail</b>	<b>Mail Order</b>
Participating and Mail Order Pharmacies	Generic - 25%	Generic - \$20	Generic - 25%	Generic - 20% (\$50 Max)	Generic - 25%	Generic - 20% (\$50 Max)	Generic - 25%	Generic - 20% (\$50 Max)	♦Generic - 20%	♦Generic - 20%
	Preferred - 35%	Preferred - \$30	Preferred - 35%	Preferred - 30% (\$100 Max)	Preferred - 35%	Preferred - 30% (\$100 Max)	Preferred - 35%	Preferred - 30% (\$100 Max)	♦Preferred - 30%	♦Preferred - 30%
	Non-Preferred - 45%	Non-Preferred - \$50	Non-Preferred - 45%	Non-Preferred - 40% (\$150 Max)	Non-Preferred - 45%	Non-Preferred - 40% (\$150 Max)	Non-Preferred - 45%	Non-Preferred - 40% (\$150 Max)	♦Non-Preferred - 40%	♦Non-Preferred - 40%
Prescription Drug Deductible	None	None	None	None	None	None	\$100 / \$300	\$100 / \$300	Medical Deductible Applies to Rx	Medical Deductible Applies to Rx

PLEASE NOTE: This is a summary only and does not guarantee benefits. All benefits are subject to the terms, limitations, and exclusions set forth in the Plan document and in the Summary Plan Description (SPD) handbook of the Plan. Any discrepancies between this summary, the SPD handbook, and the Plan document are resolved in favor of the Plan document. For more information, including Preauthorization, refer to the SPD handbook or the Plan document, or contact EMI Health Customer Service Department.

Services designated ♦ are subject to first dollar Prescription Drug Deductible  
Services designated \* are Per Single/Per Family - Non-Embedded accumulation.  
Services designated ♦ are subject to first dollar Medical Deductible

Services designated \*, premiums, balance-billed charges, charges for services this plan doesn't cover, amounts in excess of benefit limits, and penalties for failure to obtain preauthorization do not accumulate toward the applicable Out-of-Pocket Maximum.

## PERSONNEL CERTIFIED

### Definitions:

1. Educator: All licensed staff members
2. Supervisor: Those responsible for the evaluation of other licensed staff members.
3. Lines of Evidence: The data educators gather to demonstrate goals or standards are being met.
4. Formative Evaluation: When an educator participates in: annual self-assessments evaluation, goal setting with a supervisor, professional learning, lines of evidence, and time for reflection. Those endeavors which prepare the educator for the Summative Evaluation.
5. Summative Evaluation: When an educator participates in: collecting lines of evidence, reviewing goals, determining that all Utah Effective Teaching Standards are being met. (This will also include the student growth component and stakeholder input component.)
6. Performance Expectation Definition: The *Utah Teaching Observation Tool* is comprised of 10 standards that articulate effective teaching and learning (Utah Effective Teaching Standards, March 2013). Each standard has a **Performance Expectation** (1.1, 1.2, 2.1, 3.1, 3.2, etc.) that serves as a measurement of performance, a source of information, and a guide for professional learning and support. Each performance expectation is comprised of indicators from the Utah Effective Teaching Standards that can be referred to for additional support and guidance. For example, Performance Expectation 1.1 is comprised of indicators 1a and 2e.

### 1.0 EDUCATOR EVALUATION

1.1 Teacher evaluation is for the purpose of recognizing and encouraging teacher behaviors which contribute to student progress. Evaluations should unify faculties in working toward common school goals for effective instruction.

1.2 Teacher evaluation should promote the professional growth of the teacher by identifying and reinforcing strengths and establishing goals for improvement. Teacher evaluation will provide assistance for those whose performance is minimally effective, or not effective. Supervisors will work with the educators who have been identified as minimally effective by providing a written Plan of Assistance (POA).

1.3 Evaluation of provisional educators:

1.3.1 Provisional educators. Supervisors shall conduct a minimum of two summative observations of all provisional educators annually. The educator shall complete one self-evaluation (formative), and with ~~their~~ his/her supervisor engage in setting goals (formative), gathering lines of evidence (formative), and discussing progress of goals (formative). The supervisor and educator shall use the Utah Effective Teaching Standards (all 10 Standards: including self-evaluations, student growth performance,

and stakeholder feedback components). It is our expectation that summative observation evaluations, student growth, and stakeholder components should be finalized and submitted to the Human Resource office on or before March 1.

#### 1.4 Evaluation of probationary educators:

1.4.1 Probationary educators. Principals shall conduct a minimum of two observations, of all probationary educators during the term of probation (at least annually). The educator and their supervisor shall engage in setting goals (summative), gathering lines of evidence (summative), and discussing progress of goals (summative). The supervisor and educator shall use the Utah Effective Teaching Standards (all 10 Standards, including self-evaluations, student growth and stakeholder input components). It is our expectation that summative observation evaluations, student growth, and stakeholder components should be finalized and submitted to the Human Resource office on or before March 1 of the current school year.

#### 1.5 Evaluation of career educators.

1.5.1 Educators with three or more years of teaching experience (at least one of which is in Alpine School District) shall be evaluated annually using the Utah Effective Teaching Standards (10 Standards; Including the self-evaluation, stakeholder input and student growth components). These evaluations shall include one self-evaluation and one summative by the supervisor. It is important to note that educators who are not meeting standards during their formative years will be moved to probation status immediately.

1.5.2 Alpine School District's full evaluation program will consist of using the Utah Effectiveness Teaching Standards within the District's annual evaluation rotation. Year one review will be on Standards: 1,2,3,4,5,6,7,8,9,10, a self-evaluation, student growth, and stakeholder input; year two will include no more than 5 performance expectations selected by the supervisor and the educator based on the previous year's evaluation or desired area of growth, a self-evaluation, student growth, and stakeholder input; year three shall include no more than 5 performance expectations based on school goals or areas of desired growth, a self-evaluation, student growth, and stakeholder input. It is our expectation that summative observation evaluations, student growth, and stakeholder input components should be finalized and submitted to the Human Resource office on or before March 1 of the current school year.

## 2.0 EDUCATOR'S EVALUATION PROCESS

2.1 Check with District Office/Human Resources to access a copy of the Flow Chart, or obtain a copy on the District website under Human Resources Forms.

2.2 Educators can contribute additional information to inform their rating throughout the process.

2.3 Teachers may add a response to the supervisor's evaluation within ~~ten~~ 15 calendar days of the evaluation review.

2.4 An educator who is not satisfied with a summative evaluation may request a review of the evaluation within 15 days after receiving the written evaluation.

2.5 ~~An~~ license level I employee may not advance on the salary schedule if the educator's most recent evaluation is at the lowest level of the evaluation instrument (not effective). ~~A license level II employee may not advance on the salary schedule if the educator's most recent evaluation is at the second lowest level of the evaluation instrument (minimally effective).~~ An employee may advance on the salary schedule the next pay period after the evaluation is ~~emerging effective for level I teachers and effective for level II teachers.~~ no longer at the lowest level of the evaluation instrument.

Negotiated: May 21, 2013

Negotiated: May 12, 2015

Negotiated: May, 2016

Negotiated: April 2017



Procedure No. 4057

## PERSONNEL CERTIFIED

## EDUCATOR EVALUATION

### 1.0 REGULARLY SCHEDULED EVALUATIONS Observation Process

1.1 At the beginning of the evaluation process an orientation and fifteen days advanced notice are required unless otherwise mutually agreed upon. Specific times for announced evaluations are recommended.

1.2 For the provisional teacher (Level 1) performing in an acceptable range (emerging effective, highly effective) two summative evaluations are required. For those who receive a not effective, the process in number 1.5 will be followed.

1.3 For those career teachers (Level 2) performing in an acceptable range (effective, highly effective) one evaluation is sufficient. A midyear conference is suggested and post-conference is required. If the evaluation will contain any score below an effective or scores which would affect the educator's pay, it is suggested that the post-evaluation conference be held within two working days. This would not preclude principals from working with teachers to improve individual areas of concern (for example, helping teachers improve a score of effective).

1.4 For those career teachers (who have not been placed on probation) who receive an overall score of not effective, minimally effective on any performance expectation of a summative evaluation and who, therefore, need to have additional evaluations, a letter of improvement could be prepared and this process will be followed:

1.4.1 There would be two formative announced evaluations and one summative announced evaluation which are not cumulative. These should occur over at least a period of 30 calendar days. The summative evaluation would be the only one which counts as the final effectiveness rating.

1.4.2 The pre- and post-evaluation conferences are necessary for all evaluations. It is suggested that the post-evaluation conference occur within two working days after the evaluation.

1.4.3 During the formative evaluation an accommodation could be made for not observing all ten standards. This would require agreement between the principal and teacher in the pre-evaluation conference.

1.4.4 If the educator scores effective or above on the summative evaluation, there would be no need to continue the evaluation process.

1.4.5 When an unannounced observation is made:

1.4.5.1 A formal notification of the possibility of unannounced observations should be given to an educator who needs additional observations because of scoring a minimally effective or below.

1.4.5.2 When an unannounced observation is made, an oral debriefing is required and it is suggested that this occur within two working days after the observation.

1.4.5.3 It is suggested that a reasonable number of unannounced observations be made. Unannounced observations will be for the purpose of observing areas of concern only (minimally effective or below).

1.5 For provisional and probationary teachers who have received a not effective on their summative evaluation, an improvement letter will be prepared. ~~Then~~ For probationary teachers, there will be two formative announced evaluations and one summative announced evaluation ~~which are not cumulative~~. The summative evaluation would be the only one which counts and it is not cumulative. All ten scales will be observed for the two formative and one summative evaluation. Unannounced observations will be for the purpose of observing areas of concern. It is recommended that within two working days after each of the two ~~summative~~ formative evaluations that feedback be given, however, only the final summative evaluation scores must be given to the teacher. If an improvement letter is needed, the letter must be delivered or mailed within fifteen calendar days of the final evaluation. The contents should be discussed with the educator unless it is necessary to send the letter by certified mail.

1.6 Alpine School District will comply with State/Board Rule and Administrative Code.

Negotiated: September 28, 1999

Negotiated Revision: May 18, 2010

Negotiated Revision: June 9, 2015

Negotiated Revision: May, 2016

Negotiated: April 2017

Policy No. 4033

## PERSONNEL CERTIFIED

### 1.0 RETIREMENT INCENTIVES & ELIGIBILITY

1.1 To accommodate certificated educators who elect to retire early and to comply with the requirements of the Age Discrimination in Employment Act, the following policy has been adopted.

2. A certificated educator of the Alpine School District shall receive this benefit if he/she:

(a) submits the written application form to the Superintendent of the District by March 1 of the contract year in which the educator retires, (In the event the Utah State Legislature makes substantial changes to service requirements or the amount of benefit for full retirement under the Utah State Retirement System, the deadline will be extended to April 1st.)

(b) is employed by the District as a certificated educator for the required time period immediately preceding retirement,

(c) retires at the end of a contract (although, for verified health problems the Board may allow an educator to retire prior to the end of a contract year and receive this benefit),

(d) agrees to, if requested by the District, substantiate the unreduced old age insurance benefits (Social Security) and

(e) meets one of the following criteria:

### 2.0 STIPEND ELIGIBILITY

2.1 Has completed immediately preceding retirement, a minimum of 15 current, consecutive, full-time years with Alpine School District to qualify for a stipend, and is or will be, during the contract year of retirement at least 60 years of age, or

2.2 Has completed immediately preceding retirement, a minimum of 15 current, consecutive, full-time years to qualify for a stipend and has accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits.\*\*

2.3 Educators who are contracted at .5 or greater, and have completed immediately preceding retirement, a minimum of 15 years of current, consecutive, service with Alpine School District, and are or will be, during the contract year of retirement, at least 60 years of age, shall be eligible for the stipend using the prorated formula defined in 2.4.1. or

2.4 Educators who are contracted at .5 or greater, and have completed immediately preceding retirement, a minimum of 15 years of current, consecutive, service with Alpine School District, and have accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits,\*\* shall be eligible for the stipend using the prorated formula defined in 2.4.1.

2.4.1 The prorated formula for calculating the retirement incentives for partial contract service is as follows:

2.4.1.1 The partial contract portion for each of the fifteen consecutive years immediately preceding the retirement shall be added together (e.g. .5 + .6 + .714 etc.).

2.4.1.2 The composite total shall then be divided by 15 to arrive at the average percentage of contract over the fifteen-year period.

2.4.1.3 The average percentage shall then be multiplied by the benefit/stipend of a teacher who is full-time, and on the same step and lane as the part-time contracted retiree.

### 3.0 STIPEND CALCULATION

3.1 Educators who qualify under this policy shall receive benefits as described below provided that any monthly, ~~unreduced old age insurance~~ full Social Security benefits under the Social Security Act 42 U.S.C. (401 et seq.), which the educator is eligible to receive, whether actually applied for and received or not, shall be incorporated into the stipends paid under this policy. The result that the amount paid by the District plus such ~~unreduced old age insurance~~ full Social Security benefits the educator is eligible to receive shall equal the stipend amount described below:

3.1.1 Educators retiring after ~~January 1, 2004~~ July 1, 2017, will receive a stipend equal to ~~53%~~ 54% of the difference between the salary schedule base of the Teacher's Salary Schedule, and the Educator's basic contract amount multiplied by four, plus the insurance benefit described in 5.0. Part-time contracted employees refer to 5.1.1.1.

3.1.2 Educators who have less than four years remaining to qualify for full Social Security benefits, will have the benefit described in 3.0 offset by the Social Security benefits which the retired educator is entitled to receive when the individual is eligible to receive full unreduced Social Security.

3.1.3 If death of the retired educator receiving benefits should occur, insurance benefits shall continue and stipend benefits shall be paid to the retired educator's designated beneficiary for the remainder of the time entitled as if the employee were still living. If there is no designated beneficiary, the stipend benefits will be paid to the retired educator's estate.

3.1.4 For purposes of paragraph 4.1 “year” means the consecutive twelvemonth period beginning with the month benefits start under this policy and each anniversary thereafter.

#### 4.0 INSURANCE ELIGIBILITY- Including Post COBRA Benefits

4.1 Has completed, immediately preceding retirement, a minimum of 20 years (15 of which must be current and consecutive) qualify for the 4, 5, or 6 years of retired insurance articulated in 5.0, \*(1) full-time professional service with Alpine School District, and is, or will be, during the contract year of retirement at least sixty years of age.

4.2 Has completed immediately preceding retirement a minimum of 20 years, 15 must be current, consecutive, to qualify for the 4, 5, or 6 years of retired insurance in 5.0, \* (2) full-time professional service with Alpine School District, and has accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits\*\*. This does not include temporary retirement window special rules.

4.3 Educators who are contracted at .5 or greater and have completed immediately preceding retirement a minimum of 20 years, 15 of which must be current, consecutive to qualify for the 4,5 or 6 years of retired insurance in 5.0 professional service with Alpine School District and are, or will be, during the contract year of retirement, at least 60 years of age, shall be eligible for retirement incentives under the prorated formula defined in 2.4.1 or

4.4 Educators who are contracted at .5 or greater and have completed immediately preceding retirement a minimum of 20 years, 15 of which must be current, consecutive to qualify for the 4,5 or 6 years of retired insurance in 5.0 professional service with Alpine School District and have accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits.\*\*, shall be eligible for retirement incentives under the prorated formula defined in 2.4.1.

4.5 Retirees-who exhaust COBRA benefits may purchase insurance for 106% of the premium.

#### 5.0 RETIRED EMPLOYEE INSURANCE BENEFIT

5.1 There are no retired insurance benefits for employees hired on or after March 1, 2006. The retired insurance benefits for employees and/or their eligible dependents hired before March 1, 2006 are as follows:

5.1.1 Employees who were hired prior to March 1, 2006, and who have not retired prior to July 1, 2006, will have the following post retirement insurance benefit for themselves and/or their eligible dependents. The years of experience are as of July 1, 2006.

- 1-10 years in Alpine: 4 yrs. of insurance 11-19 years in Alpine: 5 yrs. of insurance 20 or more years in Alpine: 6 yrs. of insurance

- 5.1.1.1 Part time contracted employees may obtain the insurance benefits accorded full-time employees by paying the percent of the premium which represents the difference between 100% (full-time) and the average percent of contract as defined in 2.4.1.

5.1.2 If the coverage in 5.1.1 expires before the employee is eligible to join Medicare the employee may purchase the District designated group health insurance policies at 106% of the regular district rate, after exhausting any COBRA rights, until he/she is eligible to join Medicare. The payments for such extended coverage must be in advance and paid at least quarterly. The employee must maintain continuous coverage, including any COBRA rights of purchase, with the District's designated group health insurance policies for benefits under this policy. Part-time contracted employees qualify for this benefit at the 106% rate.

5.1.3 For those educators hired prior to July 1, 2000 the insurance coverage will continue for the number of eligible years regardless of eligibility to join Medicare. Coverage for the retired employee eligible to join Medicare shall consist only of a supplement to Medicare as outlined in Policies 4011 and 4016.

#### 6.0 RETIRED EMPLOYEE DEPENDENT INSURANCE BENEFIT: Including Post-COBRA Benefits

6.1 Insurance benefits for spouse and/or dependents can be earned by educators who qualify for eligibility as defined in 4.0. The benefits for spouse and dependent coverage are defined in 5.0. Spouse and dependent coverage may not exceed what is granted to the retiring employee. Part-time contracted employees may obtain benefits for spouse and dependent coverage by paying the percent of the premium which represents the difference between 100% (full-time) and the average percent of a contract as defined in 2.4.1.

6.1.2 If the spouse or dependent becomes eligible to join Medicare (except as noted in 6.1.5) or is enrolled in another employer sponsored health insurance plan or is eligible for another employer sponsored health insurance plan that is fully funded by the employer, the benefits cease until the spouse is no longer eligible for coverage under the other plan and again applies for coverage under HIPPA, which allows for a special enrollment period to maintain continuous coverage when insurance is lost. The years of spouse and dependent eligibility begin running upon the date the insurance terminates as a result of the educator retirement regardless of eligibility or membership in another health insurance plan.

6.1.3 The spouse and dependent coverage in 6.0 shall consist of the District designated group insurance policies. If the spouse and/or dependent becomes eligible to join Medicare, the insurance coverage for the dependent shall consist of the District's supplement to Medicare.

6.1.4 If the spouse and dependent coverage expires under 6.0, the spouse and/or dependent may purchase the District's designated health insurance policies at 106% of

the regular district rate after exhausting any COBRA rights, until they cease to be a dependent under health insurance rules or are eligible to join Medicare or another employee-sponsored health insurance plan. The payments for such extended coverage must be in advance and paid at least quarterly. The spouse and/or dependent must maintain continuous coverage, including any COBRA rights of purchase, with the District's designated group health insurance policies for benefits under this policy.

6.1.5 For those employees hired prior to July 1, 2000, the insurance coverage for the spouse in 6.0 will continue for the period of coverage regardless of eligibility to join Medicare. The insurance coverage for the spouse of those employees hired prior to July 1, 2000 who are eligible to join Medicare shall consist of a supplement to Medicare.

6.2 Benefits of the early retirement incentive program provided by the District are independent of the Utah State Retirement System. Retirees should carefully consider the effect of early retirement as it relates to Social Security, State Retirement, Income Taxes, Medical and Life Insurance, etc.

6.3 Nothing in this policy should be construed to violate any rights an employee or dependent has under COBRA, ADEA or similar law.

6.4 All retirees will participate in a special pay plan until the agreement is terminated by mutual agreement of the Alpine School District and the professional association representing the majority of the teachers. If an individual purchases years of service from the State, this shall be paid without going through the special pay plan. An individual may elect to withhold funds from the special pay plan to be placed in a flexible spending account.

6.4.1 Calculations for the retirement incentive will be calculated once at the time of retirement. The total amount will be deposited at the time of the first retirement payment.

6.4.2 A supplement to MEDICARE Contingency Fund will be established to help insure the solvency of this benefit. The contingency fund will consist of two separate funds, the "A" fund and the "B" fund.

6.4.2.1 The "A" fund will contain the current finances that are set aside for the supplement to MEDICARE. It will also contain the District's annual savings from the retirees participation in the special pay plan. The District may add additional funds as it deems necessary. These funds may be accessed to help fund in part any one or all of the following post retirement benefit costs:

- A) Six year post retirement medical benefit program,
- B.) Retirement stipend costs, or
- C) Supplement to MEDICARE costs.

6.4.2.2 The "B" fund will contain the finances currently set aside to fund a return to self-insured medical plan, should that become a viable option in the future. These funds may be accessed for that purpose if necessary. Interest will accrue on these funds. It is intended that the necessity of continuing these funds be reviewed, by the negotiations teams, at least every five (5) years.

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

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

\*\*\*The word "another" refers to insurance coverage other than that provided by Alpine School District so long as the district's insurance carrier continues to require only a single premium payment on the spouse with the later birthday when dual insurance coverage exists, i.e. both spouses are employed by Alpine School District.

\*\*\*\* Any changes made to the retirement benefits in current policy that would affect current employees eligible for the benefits, the District will open a 30 day retirement declaration window the year prior to the policy changes going into affect.

Negotiated Revision: June 12, 2007

Negotiated Revision: May 24, 2011

Negotiated Revision: May 21, 2015

Negotiated Revision: April 2017



Policy No. 4016

PERSONNEL CERTIFIED

1.0 RETIRED EDUCATOR INSURANCE

1.1 Those certified educators who retire\* from Alpine School District after the 1988-89 school year and are hired prior to August 21, 1995 with at least 15\* years full time service in Alpine School District and who have reached age 65 will be provided a supplemental health insurance policy. ~~Effective the 2008-09 school year this supplement will switch from Medigap "C" modified, to EMIA Medicare Advantage for the medical portion only. The EMIA Medicare Advantage supplement is at least equal to the benefits of Medigap "C" Modified.\*~~ The EMIA Medicare Advantage policy will supplement the Medicare/Medicaid insurance. The 15 years\* need not be consecutive.

\*those individuals who retire by the end of the 2010-2011 school year need only 10 years.

1.2 Educators who qualified for the Medicare Supplement prior to May 24, 2001 under the conditions of 1.1 and opt to move from a full-time to a part-time contract shall be able to maintain the Medicare Supplement benefit under the following conditions:

1.2.1 They are eligible for the retirement benefits as defined in Policy No. 4033.

1.2.2 They apply for Medicare Supplement within 1 month of the qualifying age (currently 65).

1.2.3 They annually pay the prorated share of the cost of the Medicare Supplement benefit as defined in Section 1.2.3 of Policy No. 4033.

1.2.3.1 The payments for this coverage must be in advance and paid at least quarterly.

1.3 The Educators Mutual supplement is only available to those who are covered at the time of retirement with the Educators Mutual plans.

1.4 ~~Board approved retirement insurance supplements other than Educators Mutual are available. An educator may opt for such other Board approved supplemental insurance. Alpine School District will pay no more for the supplement than the cost required to provide the Educators Mutual supplement. If a retired educator, who is currently enrolled in the EMI Medicare Supplement, desires a retirement insurance other than the district designated plan, he/she may waive the group EMI Medicare Supplement with proof of other coverage or at annual Open Enrollment. However the option to re-enroll in the district retiree plan will be lost.~~

Negotiated: June 21, 1977

Revised: December 9, 1985

Negotiated Revision: June 16, 1989

Negotiated Revision: August 21, 1995

Negotiated Revision: August 16, 1996

Negotiated Revision: April 2017

PERSONNEL CERTIFIED

1.0 EXTENDED CONTRACTS AND ADDENDAS

1.1 An extended contract is for certain services defined below provided beyond the educator's standard ~~182~~ 185 day contract. Extended contracts shall be for one year unless a different term is specified. Services qualifying for extended contract status must satisfy at least one of the following conditions:

1.1.1 A specified number of days.

1.1.2 A specified number of hours on a regular basis equated to a fraction of a contract day. As a general rule these contracts would be for an extended period.

1.1.3 Certain Extended Year Programs - In general these would be programs with special State or Federal funding.

1.2 Prior to the beginning of the extended service, the extended contract provisions will be detailed in a separate written agreement between the educator and the District. Signing of the contract shall indicate acceptance of the extended program. The contract shall not be unilaterally changed. Except as otherwise stated in the separate agreement, all terms and conditions of the individual's current basic contract shall remain in effect.

1.3 The educator and the District are bound by the contract unless the individual and the District mutually agree to the individual's release from the extension, the individual terminates employment with the District, or the individual is involuntarily terminated from the extended program. The pay for each type of extension shall be included as part of the individual's total annual salary. The rate of pay shall be at the standard contract rate except as noted below. The sick and personal leave provisions of the negotiated agreement shall apply to those individuals on extended contracts. Sick and personal leave benefits will not be increased for extended contracts. The standard contract will not be altered at the time an extended contract is effected.

1.4 General guidelines will be established by the District for each program. The District will invite association representatives to provide input during guideline development. The guidelines should include at least the following areas for the program:

1.4.1 Salary

1.4.2 Length of extended contract

1.4.3 Reasons and process for voluntary or involuntary termination from extended contract

#### 1.4.4 Status of fringe benefits

1.5 The following programs are presently considered to satisfy the requirements for Extended Contract status: (It is recognized that this list may not be all inclusive.)

##### 1.5.1 American Fork Junior High School Productivity Programs

##### 1.5.2 Counselors

##### 1.5.3 Psychologists

##### 1.5.4 Vocational Educators

1.6 In the event that the extended contract is terminated under the above guidelines, the individual's original contract shall remain in effect.

1.7 A situation may arise where the state or federal funding of a program is insufficient to compensate the educator at the standard rate. In such a mutual agreement may be made between the Administrator of Human Resources, the division head and the educators involved to operate the program at a reduced educator compensation rate. In the event mutual agreement is not reached the program may be reduced in scope or cancelled at district option.

1.8 An addenda is defined as compensation for educator services beyond the standard contract which do not satisfy the requirements for an extended contract. Compensation for extra curricular supervision (coaching, activity supervision, etc.) are considered addendas. Policy numbers 4030 and 4068 govern the determination of the compensation rate.

1.9 The compensation and term for other addenda services which have not been negotiated will be set by the District and provided in a written addenda agreement to the educator prior to the commencement of the service. Addendas are separate from the educator's standard or extended contract.

1.10 Discontinuance of the educator's addenda services during the term of the addenda agreement must be by mutual agreement between the educator and the District.

#### 1.11 Implementation

1.11.1 The written contract agreements to effect the above shall be in place no later than the 1986-87 contract year.

Negotiated: November 1, 1985

Negotiated Revision: June 12, 2007

Negotiated Revision: April 2017

## Policy No. 4087.1 DISCIPLINARY SUSPENSION

### PERSONNEL CERTIFIED

#### 1.0 SUSPENSION PROCEDURES

The active services of an educator may be suspended by the superintendent, with or without pay, pending an investigation or hearing when it is evident that the continued employment of the individual may be harmful to students, the employees or to the District. This determination must be based upon a claim or act that portrays a violation of District Policy, State Code which is relevant to the educator's position, or when detrimental to a student's or employee's welfare. Written notice of suspension is prepared by the superintendent or a designee and shall be hand delivered, or a documented attempt to deliver by the US Postal Service to the educator being suspended. The letter must state the reasons for suspension and advise the educator of his/her right to request a hearing. If suspension is without pay, and if the educator is subsequently exonerated, complete back pay must be awarded. Fringe benefits shall not be terminated during suspension.

##### 1.1 Appeal of Suspension

- Should an educator wish to appeal a suspension, he/she may submit to the superintendent or designee, within five working days of receiving the letter, a written statement of appeal and request an informal hearing.

1.2 Within ten working days the superintendent or his designee shall contact the educator and schedule an informal hearing. This hearing is not intended to be a forum for legal counsel or witnesses; however, the educator may bring an association representative. The hearing shall be conducted in order to determine if the suspension is appropriate.

1.2.1 The informal hearing officer as appointed by the superintendent shall, within five working days, prepare a written response to the educator informing him/her of the final decision relative to the suspension.

Negotiated: April 2017

PERSONNEL CERTIFIED

1.0 CONTRACTUAL AGREEMENT

1.1 New personnel are employed on a one year provisional contract for each of their first three years in the District. Following the completion of the provisional status, employees, when approved by the supervisory and administrative staffs and the Board of Education, may be employed for an extended period as career educators as provided by the Board. Provisional educators who are not issued a contract for the subsequent school year will be notified by April 1 of the school year. Career educators who are not renewed for the subsequent school year will be notified by April 20th.

1.1.1 New personnel offered contracts that are advertised after August 15th may be offered a 90-day contract which will automatically be renewed for the remainder of the school year, unless the educator is informed of the intent to non-renew the 60th working day of the contract. Before an employee on a 90-day contract is non-renewed, the principal will work with his/her direct supervisor and the Administrator of Human Resources to be certain there exists justification for the non-renewal.

1.1.1 Before an employee may be informed of the intent to not renew their contract, the supervisor must have completed at least one formative evaluation.

1.1.2 The 90-day contract is considered to be 90 contract days from the first working day.

1.1.3 Personnel pursuing Utah licensure through the Alternate Routes to Licensure (ARL), and Letters of Authorization (LOA) will automatically be hired on a one-year contract during the three years they are "under qualified" to receive fully-licensed status from the State of Utah.

1.1.3.1 All Alpine School District teaching advertisements will be posted as "one-year only" for individuals pursuing licensure through ARL or LOA programs.

1.1.3.2 Personnel who have received a Level I, II, or III teaching license from a state other than Utah, and are pursuing a Utah State license shall be exempt from Policy 1.1.3.

1.2 A newly hired educator who previously completed two or more successful years of teaching experience (Policy No. 4048.1 (1.4)) within or outside of the District will be employed on a provisional contract for a one-year period. He/she may then be employed as a career educator for an extended period as provided by the Board.

1.3 A contract made between the Board of Education and an educator is binding on both parties legally and ethically.

1.4 Request for release of contract should be submitted either directly to the superintendent or through the Human Resources Department, and each case shall be considered on its own merit.

1.5 Educators should make every reasonable effort to complete each contracted year. Educators who find it necessary to terminate their services with the Alpine School District shall give written notice to the Superintendent of Schools at least thirty (30) calendar days in advance of termination. Resignation without the required 30 calendar day notice or without a release by the Superintendent of Schools, ~~will~~ may result in a \$200 penalty.

1.6 Only employees who have completed at least three years of continuous service in the Alpine School District will be provided full fringe benefits.

1.6.1 The term "continuous service" as used in this section refers to continuous service during the current term of employment. A person who was employed for a period of at least three years in the past, who terminated and then returned to District employment, would not satisfy this requirement. Such employees would be treated as new employees as far as fringe benefits are concerned. A person receiving an approved leave will return to employment with the district with the same fringe benefits he or she had earned prior to the leave.

Negotiated: May 15, 1984

Negotiated Revision: October 14, 1986

Negotiated Revision: September 22, 1988

Negotiated Revision: March 13, 1997

Negotiated Revision: June 19, 2001

Negotiated Revision: May 16, 2008

Negotiated Revision: May 2012

Negotiated Revision: April 2017

Policy No. 4019

(Ref)Procedure No. 4019

## PERSONNEL CERTIFIED

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

### 1.0 HEALTH AND DISABILITY LEAVE

1. 1.1 Educators with less than three years continuous current experience in the district, are granted health and disability leave as follows:
  1. 1.1.1 A maximum of up to seven (7) working days may be granted annually in the event of health or disability absence.
  2. 1.1.2 Health and disability may accumulate up to maximum of twenty-one(21) working days at the beginning of the third year of employment.
    1. 1.1.2.1 During the absence of an educator for health or disability reasons, the educator's full salary shall be paid for the cumulative days used.
  3. 1.1.3 Beyond the cumulative health and disability leave, when an educator is absent because of health or disability reasons, an educator's salary shall be paid as follows:
    1. 1.1.3.1 A certified educator's salary shall have the cost of a substitute salary deducted for any health or disability leave taken beyond the earned cumulative days up to a combined maximum of 180 calendar days.
2. 1.2 Educators who have completed three or more current consecutive years of employment with the district, are granted health and disability leave for 180 calendar days beginning with the first day of disability
3. .
  1. 1.2.1 An educator who has exhausted the 180 calendar days of health and disability leave and returns to work on the 181st calendar day must obtain a release to return to work letter from their primary care physician, releasing them to return to work without restriction, or reasonable accommodation.
  2. 1.2.1.1 Any accommodation must be in place before the 181st calendar day of absence. (This will mean that accommodations must be requested with enough advance notice for the District to comply.
    1. 1.2.1.2 The employee who uses 180 calendar days of health and disability leave and returns to work will be placed on sick leave probation. Sick leave probation begins with the upcoming year and extends to the employee 21 calendar days annually, of health and disability leave for two years. These days are not cumulative. Upon successful completion of sick leave probation, the employee will have their 180 calendar days of health and disability leave restored.
  3. 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.
  4. 1.2.3 Health and disability leave will be recorded relative to the percent of contract of the employee. (A .5 teacher who takes a sick day is charged one full



day of health and disability leave.) There is not an intent to extend to part-time employees more health and disability leave than full-time employees.

5. 1.2.4 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 misuse, will trigger the beginning count of the 180 calendar days of sick leave usage. The calendar count will begin with the first day of the illness/disability for which the 180-day sick leave count is considering. 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. 1.2.4.1 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.
4. 1.3 An educator absent from work for a period of twenty-one (21) consecutive calendar days for health or disability reasons must supply the Human Resources 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.
5. 1.4 An educator who has taken twenty-one (21) consecutive calendar days or more of health and disability leave in any one school year or who establishes a pattern of sick leave use which might indicate a possible misuse, may have the reasons for leave reviewed by a panel consisting of three administrators to be appointed by the superintendent. The employee will be asked to appear before the panel. In the event it is determined that the benefit is being misused, the panel will make recommendations for action to the superintendent and to the employee.

2.0 If the spouse or child of an educator has surgery or is hospitalized, the educator may be excused up to three days for the admittance, release and the day of surgery, but unless the patient is critical the educator should be in school during the period of recovery.

3.0 Educators shall be provided with a long-term disability insurance policy with the full cost of the premium being paid by the Board of Education for a full time employee. The benefits of this policy become effective following the expiration of the 180 days health and disability leave. The employee must apply and meet the qualification of Educators Mutual (EMI Health).

4.0 Fitness to return to work after prolonged illness or disability will be determined by the educator's attending physician. In the event of a conflict with the attending physician and the District administration, a second physician may be consulted at school board expense. In the event of a disagreement between the two doctors, a third doctor may be consulted to determine disposition of the case.

5.0 When poor health seems to impair an educator's ability to carry on work in a satisfactory manner, the Board of Education may request the educator to have a complete physical examination by a competent doctor of medicine.

6.0 Educators should plan their work and provide lesson plans so that their work will progress normally whenever they must be absent themselves from school.

7.0 Sick leave data is protected by HIPPA and will not be shared with any unqualified District employee or employee representative without written consent of the employee.

\*See Policy No. 4047, Item 1.61 Negotiated: November 1, 1985

Negotiated Revision: August 25, 1987

Negotiated Revision: June 16, 1989

Negotiated Revision: November 26, 1991

Negotiated Revision: May 24, 2011

Negotiated Revision: May 21, 2013

Information Item: Re: Long-Term Disability \*

Negotiated Revision: May 6, 2014

1. Individuals who were on Long-Term Disability prior to the 1988-89 contract year and who qualify to stay on Long-Term Disability beyond the initial two (2) years shall have a waiver of premium to age 65.

2. Individuals who qualify for Long-Term Disability during the 1988-89 contract year and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a conversion policy for health and accident insurance only to age 65. This benefit will discontinue at the close of the employee's 1988-89 contract year, but no later than August 31, 1989.

Negotiated: September 27, 1988

3. Employees who qualify for Long-Term Disability and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a supplemental conversion policy to their Medicare coverage for health and accident insurance for a three (3) year period. This benefit will discontinue five (5) years from the date the individual qualified for Long-Term Disability. This is a benefit to the employee only and is effective to most employees qualifying subsequent to the 1988-89 school year.

4. Employees who qualify for Long-Term Disability after June 30, 2011 will no longer be provided a supplemental conversion policy to their Medicare coverage for health and accident coverage for a three (3) year period.

5. Beginning September 26, 2015 Tier 1 employees (as defined by The Utah Retirement System) who qualify for long-Term Disability (LTD) will have an elimination period of 120 days. Tier 2 employees (as defined by The Utah Retirement System) who qualify for Long-Term Disability (LTD) will have an elimination period of 180 days.

Negotiated: June 16, 1989

Negotiated Revision: June 16, 1989

Negotiated Revision: May 24, 2011

Negotiated Revision: May 2015

Negotiated Revision: April 2017



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DR. A. KEVIN COX, ADMINISTRATOR OF HUMAN RESOURCES

## MEMORANDUM

TO: Mike Ericksen, AAA President  
Michael Gowans, AEA President  
Rick Montague, AESP President

FROM: Kevin Cox, Elizabeth Wilson, Tim Brantley

DATE: September 12, 2016

SUBJECT: Long-Term Disability Elimination Period

In 2014, The Utah Legislature initiated changes regarding the elimination period for long-term disability benefits. These changes took effect for Alpine School District on September 1, 2015. This change has caused considerable confusion for some of our employees. In an attempt to clarify the situation, the following guidelines apply:

- Tier one employees (as defined by the Utah Retirement System\*) who qualify for and accept long-term disability will separate from Alpine School District after 120 calendar days of sick leave. Tier one employees will continue to accrue URS credit while on long-term disability leave.
- Tier two employees (as defined by the Utah Retirement System\*) who qualify for and accept long-term disability will separate from Alpine School District after 180 calendar days of sick leave. Tier two employees do not accrue URS credit while on long-term disability.

If you have questions, please feel free to call Human Resources at 801-610-8443 or 801-610-8495.

\*For information regarding your Tier 1/Tier 2 status, visit the Utah Retirement System website at [www.urs.org](http://www.urs.org) or call 800-695-4877.