



**ALPINE SCHOOL DISTRICT  
&  
ALPINE EDUCATION ASSOCIATION**

**CERTIFIED NEGOTIATED AGREEMENT  
2020-2021**

**August 4, 2020**

The enclosed items are additions, corrections, or deletions to previously negotiated agreements.

**NEGOTIATION TEAMS**

AEA

Mike Gowans, Spokesperson  
Glenda Anderson, UniServ Director  
Brandon Engles  
Lois Johnson  
BetteJo McClelland  
Derek Smith  
Hannah Taylor

BOARD TEAM

Cami Larsen, Spokesperson  
Rhonda Bromley  
Todd Dawson  
Craig Jensen  
John Patten  
Rob Smith

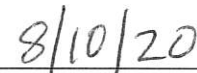


## Signature Page for the 2020-2021 Negotiated Agreement

  
\_\_\_\_\_  
Mike Gowans

  
\_\_\_\_\_  
Cami Larsen

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



**CERTIFIED SETTLEMENT  
2020-2021**

1. Alpine School District agrees to add a 1% COLA. (Attached)
2. Alpine School District agrees to fund step and lane. (Attached)
3. Alpine School District agrees to fund insurance increase on base plan (Plan 4) (Attached)
4. Alpine School District demonstrates our commitment to our employees' social and emotional well-being through the enhancement of mental health benefits by adding services with a third party provider.
5. [Policy 4062 Transfer of Educators](#) (Attached)
6. [Policy 4071 Half Days Without Students](#) (Attached)
7. [Policy 4097 Dress and Grooming](#) (Attached)
8. [Policy 4098 Attendance at Meetings](#) (Attached)
9. [Policy 4101 Conferences and Conventions](#) (Attached)
10. [Policy 4106 Elementary Educator Preparation and Collaboration Time](#) (Attached)
11. [Policy 4130 Educator Evaluation](#) (Attached)
12. [Policy 4162 Health and Disability](#) (Attached)
13. [Policy 4165 Personal Leave](#) (Attached)
14. Additional minimal days will be added to the calendar to benefit both secondary and elementary teachers.

*Wednesday, Oct. 14, 2020 (end of Term 1--on the calendar already)*  
*Friday, Nov. 13, 2020 (end of Trimester 1--add to the calendar)*  
*Friday, Dec. 18, 2020 (end of Term 2--on the calendar already)*  
*Friday, Mar. 5, 2021 (end of Trimester 2--add to the calendar)*  
*The last day of school continues to be a minimal day (end of Term 4 and Trimester 3)*

15. Recognizing the unique working conditions resulting from the pandemic (including a compressed instructional day and efforts to support students learning remotely), administrators and teachers will work together to reduce stress by managing initiatives. Decisions for how this will be accomplished are best made by the school leadership team at specific school sites. Items to consider may include: optional district professional development during the school day that requires a substitute and flex time. Updated guidelines for elementary collaboration have been added to Policy 4106. Supervisors will train elementary principals on the new guidelines. In addition to these efforts and due to the conditions stated above, staggered collaboration will be put on hold for the 2020-2021 school year. Elementary schools that wish, may "opt-in" to staggered collaboration by an anonymous faculty vote with at least 75% approval and a commitment to a one-hour undivided block of time. This would then be communicated to the school supervisor and the AEA Board.
  
16. Alpine School District commits to preserving the FTE allocation already provided to schools as of July 15, 2020 for the 2020-2021 school year regardless of fluctuations in student enrollment. This includes FTE / Teaching positions, 1/7th's committed to for the semester or entire year and extended day.

**Alpine School District  
Teacher Salary Schedule  
Fiscal Year 2020-21  
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 +20 Sem. Hrs	1-Period per Term	B.S. Degree +37 Sem. Hrs	1-Period per Term	B.S. Degree +50 Sem. Hrs	1-Period per Term	B.S. Degree +70 Sem. Hrs	1-Period per Term	M.S. Degree	1-Period per Term	M.S. Degree +20 Sem. Hrs	1-Period per Term	M.S. Degree +37 Sem. Hrs	1-Period per Term	Ph.D Degree	1-Period per Term
1	40,421	1,684.21	41,031	1,709.63	41,645	1,735.21	42,268	1,761.17	42,268	1,761.17	42,268	1,761.17	42,580	1,774.17	42,892	1,787.17	43,203	1,800.13
2	41,278	1,719.92	42,100	1,754.17	42,823	1,784.29	43,759	1,823.29	43,759	1,823.29	43,759	1,823.29	44,381	1,849.21	45,005	1,875.21	45,629	1,901.21
3	42,135	1,755.63	43,169	1,798.71	44,001	1,833.38	45,248	1,885.33	45,248	1,885.33	45,248	1,885.33	46,184	1,924.33	47,119	1,963.29	48,054	2,002.25
4	42,994	1,791.42	44,241	1,843.38	45,180	1,882.50	46,739	1,947.46	46,739	1,947.46	46,739	1,947.46	47,986	1,999.42	49,236	2,051.50	50,483	2,103.46
5	44,556	1,856.50	45,803	1,908.46	46,739	1,947.46	48,297	2,012.38	48,297	2,012.38	48,297	2,012.38	49,548	2,064.50	50,795	2,116.46	52,665	2,194.38
6	46,115	1,921.46	47,674	1,986.42	48,925	2,038.54	50,795	2,116.46	50,795	2,116.46	50,795	2,116.46	52,042	2,168.42	53,293	2,220.54	55,163	2,298.46
7	48,297	2,012.38	49,860	2,077.50	51,107	2,129.46	52,981	2,207.54	52,981	2,207.54	52,981	2,207.54	54,228	2,259.50	55,475	2,311.46	57,349	2,389.54
8	50,483	2,103.46	52,042	2,168.42	53,293	2,220.54	55,163	2,298.46	55,163	2,298.46	55,163	2,298.46	56,410	2,350.42	57,661	2,402.54	59,531	2,480.46
9	52,665	2,194.38	54,228	2,259.50	55,475	2,311.46	57,349	2,389.54	57,349	2,389.54	57,349	2,389.54	58,595	2,441.46	59,842	2,493.42	61,717	2,571.54
10	54,851	2,285.46	56,410	2,350.42	57,661	2,402.54	59,531	2,480.46	59,531	2,480.46	59,531	2,480.46	60,780	2,532.50	62,028	2,584.50	63,899	2,662.46
11	57,033	2,376.38	58,595	2,441.46	59,842	2,493.42	61,717	2,571.54	61,717	2,571.54	61,717	2,571.54	62,963	2,623.46	64,210	2,675.42	66,083	2,753.46
12	59,219	2,467.46	62,340	2,597.50	62,963	2,623.46	64,836	2,701.50	64,836	2,701.50	64,836	2,701.50	66,083	2,753.46	67,330	2,805.42	69,204	2,883.50
15					66,083	2,753.46	67,955	2,831.46	67,955	2,831.46	67,955	2,831.46	69,204	2,883.50	70,451	2,935.46	72,322	3,013.42
18					69,828	2,909.50	71,075	2,961.46	71,075	2,961.46	71,075	2,961.46	72,322	3,013.42	73,572	3,065.50	75,443	3,143.46
21							74,196	3,091.50	74,196	3,091.50	74,196	3,091.50	75,443	3,143.46	76,690	3,195.42	78,563	3,273.46
24							78,303	3,262.63	78,303	3,262.63	78,303	3,262.63	79,926	3,288.58	80,173	3,340.54	82,047	3,418.63
27							81,542	3,397.58	81,542	3,397.58	81,542	3,397.58	82,792	3,449.67	84,039	3,501.63	85,910	3,579.58

For the fiscal year 2020-21, the salary schedule base was increased by 1% over the prior year.

INSURANCE COST FOR SEPT 1, 2020 - AUGUST 31, 2021

Monthly

	Care Plus Plan 1			Care Plus Plan 2			Care Plus Plan 3			Care Plus Plan 4			HSA Plan 5			Disability	Life Family	Life Single
	Single	Two-party	Family	Single	Two-party	Family	Single	Two-party	Family	Single	Two-party	Family	Single	Two-party	Family			
Premium Cost	\$676.12	\$1,492.23	\$2,140.37	\$633.09	\$1,397.26	\$2,004.15	\$616.63	\$1,360.96	\$1,952.11	\$571.13	\$1,260.61	\$1,808.12	\$519.71	\$1,147.04	\$1,645.26			
Deposit in HSA													\$51.42	\$113.57	\$162.86			
Total Premium Cost	\$676.12	\$1,492.23	\$2,140.37	\$633.09	\$1,397.26	\$2,004.15	\$616.63	\$1,360.96	\$1,952.11	\$571.13	\$1,260.61	\$1,808.12	\$571.13	\$1,260.61	\$1,808.12	\$14.20	\$2.99	\$1.65
Contracted Classified																		
1260+ hours per year	\$130.80	\$275.48	\$391.47	\$87.77	\$180.51	\$255.25	\$71.31	\$144.21	\$203.21	\$25.81	\$43.86	\$59.22	\$25.81	\$43.86	\$59.22	\$0.00	\$0.00	\$0.00
1070 - 1259 hours per year	\$207.14	\$445.83	\$636.32	\$164.11	\$350.86	\$500.10	\$147.65	\$314.56	\$448.06	\$102.15	\$214.21	\$304.07	\$102.15	\$214.21	\$304.07	\$1.99	\$0.42	\$0.23
890 - 1069 hours per year	\$288.94	\$628.34	\$898.65	\$245.91	\$533.37	\$762.43	\$229.45	\$497.07	\$710.39	\$183.95	\$396.72	\$566.40	\$183.95	\$396.72	\$566.40	\$4.12	\$0.87	\$0.48
637 - 889 hours per year	\$365.29	\$798.68	\$1,143.50	\$322.26	\$703.71	\$1,007.28	\$305.80	\$667.41	\$955.24	\$260.30	\$567.06	\$811.25	\$260.30	\$567.06	\$811.25	\$6.11	\$1.29	\$0.71
Bus Drivers	\$272.58	\$591.84	\$846.18	\$229.55	\$496.87	\$709.96	\$213.09	\$460.57	\$657.92	\$167.59	\$360.22	\$513.93	\$167.59	\$360.22	\$513.93	\$3.69	\$0.78	\$0.43
Administrators	\$144.99	\$291.62	\$412.25	\$101.96	\$196.65	\$276.03	\$85.50	\$160.35	\$223.99	\$40.00	\$60.00	\$80.00	\$40.00	\$60.00	\$80.00	\$0.00	\$0.00	\$0.00
Certified																		
1.00 FTE	\$104.99	\$231.62	\$332.25	\$61.96	\$136.65	\$196.03	\$45.50	\$100.35	\$143.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
.90 FTE	\$162.10	\$357.68	\$513.06	\$119.07	\$262.71	\$376.84	\$102.61	\$226.41	\$324.80	\$57.11	\$126.06	\$180.81	\$57.11	\$126.06	\$180.81	\$1.42	\$0.30	\$0.17
.88 FTE	\$173.53	\$382.89	\$549.22	\$130.50	\$287.92	\$413.00	\$114.04	\$251.62	\$360.96	\$68.54	\$151.27	\$216.97	\$68.54	\$151.27	\$216.97	\$1.70	\$0.36	\$0.20
.86 FTE	\$184.95	\$408.11	\$585.39	\$141.92	\$313.14	\$449.17	\$125.46	\$276.84	\$397.13	\$79.96	\$176.49	\$253.14	\$79.96	\$176.49	\$253.14	\$1.99	\$0.42	\$0.23
.85 FTE	\$190.66	\$420.71	\$603.47	\$147.63	\$325.74	\$467.25	\$131.17	\$289.44	\$415.21	\$85.67	\$189.09	\$271.22	\$85.67	\$189.09	\$271.22	\$2.13	\$0.45	\$0.25
.84 FTE	\$196.37	\$433.32	\$621.55	\$153.34	\$338.35	\$485.33	\$136.88	\$302.05	\$433.29	\$91.38	\$201.70	\$289.30	\$91.38	\$201.70	\$289.30	\$2.27	\$0.48	\$0.26
.83 FTE	\$202.08	\$445.92	\$639.63	\$159.05	\$350.95	\$503.41	\$142.59	\$314.65	\$451.37	\$97.09	\$214.30	\$307.38	\$97.09	\$214.30	\$307.38	\$2.41	\$0.51	\$0.28
.80 FTE	\$219.22	\$483.74	\$693.87	\$176.19	\$388.77	\$557.65	\$159.73	\$352.47	\$505.61	\$114.23	\$252.12	\$361.62	\$114.23	\$252.12	\$361.62	\$2.84	\$0.60	\$0.33
.75 FTE	\$247.77	\$546.77	\$784.28	\$204.74	\$451.80	\$648.06	\$188.28	\$415.50	\$596.02	\$142.78	\$315.15	\$452.03	\$142.78	\$315.15	\$452.03	\$3.55	\$0.75	\$0.41
.71 FTE	\$270.62	\$597.20	\$856.60	\$227.59	\$502.23	\$720.38	\$211.13	\$465.93	\$668.94	\$165.63	\$365.58	\$524.35	\$165.63	\$365.58	\$524.35	\$4.12	\$0.87	\$0.48
.70 FTE	\$276.33	\$609.80	\$874.69	\$233.30	\$514.83	\$738.47	\$216.84	\$478.53	\$686.43	\$171.34	\$378.18	\$542.44	\$171.34	\$378.18	\$542.44	\$4.26	\$0.90	\$0.50
.67 FTE	\$293.46	\$647.62	\$928.93	\$250.43	\$552.65	\$792.71	\$233.97	\$516.35	\$740.67	\$188.47	\$416.00	\$596.68	\$188.47	\$416.00	\$596.68	\$4.69	\$0.99	\$0.54
.65 FTE	\$304.89	\$672.83	\$965.09	\$261.86	\$577.86	\$828.87	\$245.40	\$541.56	\$776.83	\$199.90	\$441.21	\$632.84	\$199.90	\$441.21	\$632.84	\$4.97	\$1.05	\$0.58
.64 FTE	\$310.60	\$685.44	\$983.17	\$267.57	\$590.47	\$846.95	\$251.11	\$554.17	\$794.91	\$205.61	\$453.82	\$650.92	\$205.61	\$453.82	\$650.92	\$5.11	\$1.08	\$0.59
.63 FTE	\$316.31	\$698.05	\$1,001.25	\$273.28	\$603.08	\$865.03	\$256.82	\$566.78	\$812.99	\$211.32	\$466.43	\$669.00	\$211.32	\$466.43	\$669.00	\$5.25	\$1.11	\$0.61
.60 FTE	\$333.44	\$735.86	\$1,055.50	\$290.41	\$640.89	\$919.28	\$273.95	\$604.59	\$867.24	\$228.45	\$504.24	\$723.25	\$228.45	\$504.24	\$723.25	\$5.68	\$1.20	\$0.66
.57 FTE	\$350.58	\$773.68	\$1,109.74	\$307.55	\$678.71	\$973.52	\$291.09	\$642.41	\$921.48	\$245.59	\$542.06	\$777.49	\$245.59	\$542.06	\$777.49	\$6.11	\$1.29	\$0.71
.50 FTE	\$390.56	\$861.93	\$1,236.31	\$347.53	\$766.96	\$1,100.09	\$331.07	\$730.66	\$1,048.05	\$285.57	\$630.31	\$904.06	\$285.57	\$630.31	\$904.06	\$7.10	\$1.50	\$0.83

# Transfer of Educators

## 1. TRANSFER OF EDUCATORS

- 1.1. No educator shall be transferred involuntarily without:
  - 1.1.1.1. Having met with the principal and, upon request, with the Human Resource Department to review the reasons for the transfer and receive the reasons in writing.
  - 1.1.1.2. The written reasons for the transfer will clearly identify deficiencies, available resources for improvement, and a recommended course of action to improve the educator's performance.
  - 1.1.1.3. Being given the opportunity for a discussion with the divisional supervisor regarding the transfer.
- 1.1.2. All involuntary transfers must receive final approval by the Cabinet.
- 1.1.3. The receiving school principal will be notified of the reasons the educator is being transferred.
- 1.1.4. An educator who is involuntarily transferred will be placed on probationary status for the next school year.
- 1.2. Assisted Transfer
  - 1.2.1. In the event an educator needs to be moved to another school due to an issue with certification or endorsement, the educator shall be assisted with the transfVoluntary Transfer
    - 1.2.1.1. An educator may ~~make~~ **complete an** application to transfer within the district. The transfer request must be submitted to Human Resources by March 15th. The Human Resources Department shall prepare bulletins of known vacancies, which will occur for the following year. The Human Resources Department will post weekly on the district web site the

openings and an electronic copy will be sent to the association president's and the association offices upon request. After the bulletin is published, it is the responsibility of the teachers on the transfer list to contact the principal within the advertisement period to inquire about a specific position.

1.2.1.2. Teachers who have applied for a transfer by March 15 have the responsibility to make personal contact by telephone to the principal with the vacancy. Upon request by the teacher, an interview will be granted.

1.2.1.2.1. Teachers interested in more than one opening in a school will only receive one interview for all applicable openings within that school.

1.2.1.3. The Human Resource Office will exercise every available option in attempting to honor the voluntary transfer request.

1.2.1.4. Teachers who have not made an application to the Human Resources Department for transfer by March 15 may still be considered for transfer up to August 1. However, principals are under no obligation to interview these teachers.

#### 1.2.2. Involuntary Transfer

1.2.2.1. An involuntary transfer may be initiated by the district in response to concerns, controversy, or problems of significance at the school.

1.2.2.1.1. A principal may not request an involuntary transfer unless the educator has been informed of the concern(s) and provided a written summary.

1.2.2.1.2. A single issue of significance may trigger an involuntary transfer.

1.2.3. er by the Human Resource Department and the divisional supervisor. This teacher will not have a change in status regarding qualification as a career educator. In the event the educator is on



provisional status, guidelines associated with moving from provisional to career status will be followed according to policy.

- 1.3. An educator must serve a minimum of two years in the school **with an expectation of continued employment** to be eligible for transfer to another school. Any exceptions must be approved by the appropriate divisional supervisor.
- 1.4. When staffing new schools, plans and procedures will be discussed by association officers and the superintendent or his designee prior to the implementation of those transfer plans.

## Board Approvals

- Negotiated: November 1, 1985
- Negotiated Revision: November 26, 1991
- Negotiated Revision: June 12, 2007
- Negotiated Revision: May 21, 2013
- **Negotiated Revision: September 2020**

# Procedures

## 1. TEACHER TRANSFERS

- 1.1. All transfers shall be in accordance with District negotiated Policy No. 4042
- 1.2. All provisions as stated in the Alpine School District extended contract shall be honored in the inclusive dates of the term of the extended contract.
- 1.3. The following guidelines are established to be used when transferring educators from schools participating in special programs (extended contract, extended year, productivity, etc.) or schools involved in staff reduction due to declining enrollments:
  - 1.3.1. Transfer of educators from schools participating in special programs, i.e., extended contract, extended year, productivity, etc:

**Alpine School District | 575 N 100 E, American Fork Utah, 84003 | [alpineschools.org](http://alpineschools.org) | 801-610-8400**

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information:

[alpineschools.org](http://alpineschools.org)

1.3.1.1. When it becomes necessary to transfer educators in order to reduce staff at the commencement of a special program, the reduction may be made in the following order:

- 1.3.1.1.1. Normal attrition.
- 1.3.1.1.2. Educators in the school who do not desire to participate in the new program may be transferred.
- 1.3.1.1.3. Educators who have the least seniority in the District may be transferred.
- 1.3.1.1.4. If the above steps do not accomplish the necessary reduction, educators may be assigned within the school to a position which is vacant for which the educator holds the necessary Utah State certification if this will reduce the probability of transfer to another location.
- 1.3.1.1.5. The District is responsible for placing educators at schools within the District, in comparable positions if possible. If there is no position available, then the reduction would constitute a RIF and the RIF policy would be in effect rather than the transfer procedure.
- 1.3.1.1.6. Educators involuntarily transferred will be given first option for any openings within their certification area in the school from which they were transferred--provided that the opening occurs prior to Procedure No. 4046 (b) August 1st. This option shall be in effect only to August 1st of the year the educator was involuntarily transferred.

1.3.1.2. When it becomes necessary to transfer educators from schools currently participating in special programs, the reduction may be made in the following order:

- 1.3.1.2.1. Normal attrition

- 1.3.1.2.2. Educators in the school who no longer desire to participate in the program may be transferred.
  - 1.3.1.2.3. Educators in the reverse order they were assigned to the school after the commencement of the program, may be transferred.
  - 1.3.1.2.4. Educators who were assigned to the school at the time the program commenced, may be transferred based upon the least seniority in the school.
  - 1.3.1.2.5. Educators who have the least seniority in the District may be transferred.
  - 1.3.1.2.6. If the above steps do not accomplish the necessary reduction, educators may be assigned within the school to a position which is vacant for which the educator holds the necessary certification if this will reduce the probability of transfer to another location.
  - 1.3.1.2.7. The District is responsible for placing educators at schools within the District in comparable positions if possible. If there is no position available, then the reduction would constitute a RIF and the RIF policy would be in effect rather than the transfer procedure.
  - 1.3.1.2.8. Educators involuntarily transferred will be given first option for any openings within their certification area in the school from which they were transferred provided the opening occurs prior to August 1st. This option shall be in effect only to August 1st of the year the educator was involuntarily transferred.
- ~~1.3.2. For transfer of educators from schools involved in staff reduction due to declining enrollment, the reduction may be made in the following order:~~

1.3.2. When it becomes necessary to transfer educators, in order to reduce staff due to declining enrollment, the reduction may be made in the following order:

- 1.3.2.1. Normal attrition.
- 1.3.2.2. Educators in the school who volunteer may be transferred.
- 1.3.2.3. Educators who have the least seniority in the District may be transferred.
- 1.3.2.4. If the above steps do not accomplish the necessary reduction, educators may be assigned within the school to an assignment which is vacant for which the educator holds the necessary certification if this will reduce the probability of transfer to another location.
- 1.3.2.5. The District is responsible for placing educators at schools within the District in comparable positions if possible. If there is no position available, the reduction would constitute a RIF and the RIF policy would be in effect rather than the transfer procedure.
- 1.3.2.6. Educators involuntarily transferred will be given first option for any opening within their certification area in the school from which they were transferred provided that vacancy occurs prior to August 1st. This option shall be in effect only to August 1st of the year the educator was involuntarily transferred.

~~1.3.2.1. When it becomes necessary to transfer educators in order to reduce staff due to declining enrollment, the reduction may be made in the following order:~~

~~1.3.2.1.1. Normal attrition:~~

~~1.3.2.1.2. Educators in the school who volunteer may be transferred:~~

~~1.3.2.1.3. Educators who have the least seniority in the District may be transferred.~~

~~1.3.2.1.4. If the above steps do not accomplish the necessary reduction, educators may be assigned within the school to an assignment which is vacant for which the educator holds the necessary certification if this will reduce the probability of transfer to another location.~~

~~1.3.2.1.5. The District is responsible for placing educators at schools within the District in comparable positions if possible. If there is no position available, the reduction would constitute a RIF and the RIF policy would be in effect rather than the transfer procedure.~~

1.3.2.1.6. Educators involuntarily transferred will be given first option for any openings within their certification area in the school from which they were transferred provided that vacancy occurs prior to August 1st. This option shall be in effect only to August 1st of the year the educator was involuntarily transferred.

## Approvals

- Board Approved: 4/18/90
- Board Approved Revision: September 2020

# Rules & Regulations

No rules & regulations have been established at this time.

## Approvals

# Half Days Without Students

## 1. HALF DAYS WITHOUT STUDENTS

- 1.1. It is recommended that the Board avoid calendar adoptions which require the educator's presence on days beyond the negotiated total number of days. In general, half days should not be scheduled. ~~However, there should be~~ ~~There should, however, be~~ some local discretion in this matter to address needs which may be unique to the operation of certain schools. ~~If local option is provided, and half days seem appropriate~~ ~~If school-specific half days are needed~~, they may be approved by the principal after consultation with the faculty ~~and supervisor~~.
- 1.2. During the COVID-19 pandemic, while face-to-face instruction happens for the 2020-21 school year, a modified schedule (as approved) will be used where students will be released from school early each day. On Tuesday through Friday, the time after students leave will be used as teacher preparation time and to follow up on face-to-face instruction with students that have been absent.

## Board Approvals

- Negotiated: October 14, 1986
- Board Reviewed: December 2008
- **Negotiated Revision: September 2020**

# Procedures

Approvals

# Rules & Regulations

No rules & regulations have been established at this time.

# Standards of Dress and Grooming

## 1. STANDARDS OF DRESS AND GROOMING

### 1.1. Dress and Grooming - Faculty

- 1.1.1. As fads and extremes of dress and appearance tend to attract improper attention to the individual, the Alpine School District Board of Education requires its personnel to conform to standards that avoid extremes and exemplify personal cleanliness.
- 1.1.2. Faculty members shall be well groomed and expected to dress in a professional and appropriate manner.
- 1.1.3. Adherence to these standards is the responsibility of the employee. The enforcement of these standards is the responsibility of the school principal and his/her staff.

### 1.2. Guidelines

- 1.2.1. Facial Hair: Neatly trimmed beards, goatees and mustaches.
- 1.2.2. Hair: Must be clean and well-groomed.
- 1.2.3. Clothing: Must be clean, neat and modest. Cutoffs and/or "grubbie" clothing are prohibited. Casual wear may be worn to special activities approved by the principal.
- 1.2.4. Footwear: All personnel are required to wear appropriate footwear.

## 2. Additional Requirements During the COVID-19 Pandemic

- 2.1. Face coverings: All face coverings should follow dress code guidelines and should not include inappropriate pictures or words.
- 2.2. Hygiene: Personnel should wash hands frequently with soap and water.



## Board Approvals

- Negotiated: 1982
- Negotiated: 2019
- Negotiated Revisions: 2020

## Procedures

No procedures have been established at this time.

## Rules & Regulations

No rules & regulations have been established at this time.

# Attendance at Meetings

## 1. Attendance at Faculty Meetings

1.1. Faculty meetings are necessary to discuss problems and procedures at the local school level, and all educators are required to attend unless excused by the principal. Principals are to make wise use of written bulletins, memorandums and emails to minimize the time required for faculty meetings. The principal has the right to call faculty meetings. The frequency, content, time, and other details pertaining to faculty meetings shall be determined by the principal after consultation with the faculty. Faculty meetings should not be held in place of collaboration. In addition, when calling and holding faculty meetings, contract time should be taken into consideration and every attempt to avoid going over contract time should be taken.

## 2. Temporary Faculty Meeting Format Recommendation

2.1. For the 2020-2021 school year, faculty meetings will be held virtually, not to exceed once a month. Other meetings with the faculty should be called only when emergencies occur during the month and will be held via email, memos or online. This will be re-evaluated mid-year.

## Board Approvals

- Negotiated: September 13, 1983
- Negotiated: 2019
- Negotiated Revisions: September 2020

# Procedures

Approvals

# Rules & Regulations

No rules & regulations have been established at this time.

# Educational Conferences and Conventions

## 1. Educational Conferences and Conventions

- 1.1. Educators may be permitted to attend special workshops, conferences, and other meetings of inservice training and educational improvement when such attendance is planned with and approved by the administrative staff.
- 1.2. The Board of Education will budget annually an amount of money equal to the base salary for educators of the previous year to be expended for professional workshops, conferences, and other meetings of inservice training and educational improvement. Attendance at such activities will be considered on the basis of the value which will accrue to the educational program of the district. Any educator who has been in continuous employment in the district for three years may make an application for attendance to specific activities as defined in this policy. The administrative staff will review and approve requests within budget limitations.

## 2. Temporary Hold on Out of State Travel

- 2.1. For the 2020-21 school year, employee out of state travel for conferences and conventions will be cancelled.

## Board Approvals

- Negotiated: September 13, 1983
- Negotiated Revision: September 2020

# Procedures

Approvals

# Rules & Regulations

No rules & regulations have been established at this time.

# Elementary Educator Preparation and Collaboration Time

## 1. EDUCATOR PREPARATION TIME

- 1.1. Recognizing that educator preparation time is a valuable component of the education process, the Alpine Board of Education hereby establishes specific guidelines for the implementation and supervision of educator preparation and collaboration time. It should be understood that the time set aside for preparation purposes is to be used toward the improvement of the teaching and learning process. All contract and hourly teachers receive preparation time appropriate to their full-time equivalent (FTE).

## Board Approvals

- Negotiated: September 13, 1983
- Negotiated Revisions: September 2020

## Procedures

### 1. EDUCATOR PREPARATION TIME

- 1.1 The time is to be used by each educator in correcting assignments, creating lesson plans, and doing other activities which are related to their teaching duties.
- 1.2 The use of this designated period shall not be used routinely for unrelated tasks such as hall duty and lunchroom duty.
- 1.3 Occasionally, the principal or supervisor may ask an educator to perform school-related tasks during their preparation period (with advanced

notice when possible), such as bus duty, IEP and 504 meetings, and hall duty. Educators may accept, provided that they are not engaged in professional activities which they consider to be of a higher priority.

- ~~1.4.~~ Until such time as monies are available to establish appropriate preparation periods for elementary educators, principals are given flexibility in organizing school schedules. Flexible scheduling, teaming, spot media center supervision, 30 minute lunch periods, and other innovations, if practical, may be used to develop a preparation schedule.
- 1.5. The district administration will support the preparation time concept by assisting those elementary schools which do not have the optional preparation afternoon and who desire to acquire it by providing busing and other logistical support.
- ~~1.6.~~ The elementary preparation program piloted during the 1992-93 school year is an accepted traditional and/or extended year schedule; however, starting and ending times may be changed as needed.
- 1.7. Personal preparation time occurs during:
  - 1.7.1. before- and after-school contract time,
  - 1.7.2. non-teaching class periods in secondary schools, and
  - 1.7.3. specialty time in elementary schools.
- 1.8. In general, when a school week is shortened due to holidays, priority should be given to honor the full time for personal preparation. This doesn't exclude teams from meeting if teachers choose to do so.

## 2. EDUCATOR COLLABORATION TIME

- 2.1. Collaborative teacher team meetings traditionally take place for 60 minutes per week, on early-out Mondays. Variations--such as staggered collaboration at the elementary level--must be approved through the principal supervisor.
  - 2.1.1. Collaborative team meetings focus on improving student learning by utilizing [district frameworks](#) and embracing

processes used in high-functioning professional learning communities (PLCs).

- 2.1.2. School personnel--learning coaches, counselors, administrators, and others--may participate in collaborative teacher team meetings to support the team's pursuit of student achievement goals. As partners in the overall school PLC, each plays a vital role in achieving better results for students, teams, and the school.

## Board Approvals

- Negotiated: September 13, 1983
- Negotiated Revision: September 8, 1993
- Negotiated: 2019
- Negotiated Revisions: September 2020

# Rules & Regulations

No rules & regulations have been established at this time.



# ~~Elementary Educator Preparation Time~~

---

## ~~1. ELEMENTARY EDUCATOR PREPARATION TIME~~

- ~~1.1. The Board agrees to work with the association in providing preparation time for elementary educators. In the process, all parties concerned must keep in mind that the changes and practices designed and implemented must contribute to the general welfare and educational progress of the children we serve and within our ability to finance such a program.~~
- ~~1.2. In support of the above declaration, the District and the certified employee organization that represents the greatest number of certificated employees will cooperatively develop an evaluation process to assess the effectiveness of the program. The termination of the program must be through negotiated agreement between the Association and the District.~~
  - ~~1.2.1. Approximately 20 certificated educators will be hired as specialists for elementary schools. The specialist shall have the same preparation time provided teachers in their building; i.e., if teachers in a building receive 30 minutes preparation time per week, then the specialist would have 30 minutes per week. If the specialist provides service to more than one school, the specialist shall not have preparation time in both schools.~~
- ~~1.3. The Board agrees to provide four hours of aide time for twenty (20) extended year and traditional schools to help provide coverage for~~

~~the morning recess, some additional coverage for noon recess and coverage for media center or library time.~~

## ~~Board Approvals~~

- ~~• Negotiated: November 1, 1985~~
- ~~• Negotiated Revision: October 14, 1986~~
- ~~• Negotiated Revision: May 19, 1992~~
- ~~• Negotiated Revision: September 8, 1993~~
- ~~• Negotiated Revision: August 21, 1995~~
- ~~• Negotiated Revision: August 16, 1996~~
- ~~• Negotiated Revision: March 14, 1997~~
- ~~• Negotiated Revision: July 26, 2000~~
- ~~• Negotiated Revision: June 12, 2007~~
- ~~• Negotiated Revision: 2019~~

## ~~Procedures~~

~~No procedures have been established at this time.~~

## ~~Rules & Regulations~~

~~No rules & regulations have been established at this time.~~

# Educator Evaluation

## 1. 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 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 evaluation, stakeholder input and student growth 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 years 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. 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 web-site 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 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 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). An employee may advance on the salary schedule the next pay period after the evaluation is no longer at the lowest level of the evaluation instrument.

## 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 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.

## Board Approvals

- Negotiated: May 21, 2013
- Negotiated: May 12, 2015
- Negotiated: April 29, 2016
- Negotiated: April 2017

# Procedures

## 1. REGULARLY SCHEDULED EVALUATIONS

### Observation Process

- 1.1. At the beginning of the evaluation process an orientation and fifteen days advance notice is required unless otherwise mutually agreed upon. Specific times for announced evaluations is recommended.
- 1.2. For the first year 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.
  - 1.2.1. For provisional teachers (Level 1) in their second and third year of teaching, performing in an acceptable range (emerging effective, effective, highly effective), one summative evaluation is required if agreed upon by the teacher and administrator. Otherwise, two summative evaluations will be 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 teachers who have received a not effective on their summative evaluation and probationary teachers an improvement letter will be prepared. For probationary teachers, there will be two formative announced evaluations and one summative announced evaluation. 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 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 educators 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.

## Approvals

- Negotiated: September 28, 1999
- Negotiated Revision: May 18, 2010
- Negotiated Revision: June 9, 2015
- Negotiated Revision: May 2016
- Negotiated: April 2017
- Negotiated: May 2019

# Rules & Regulations

## 1. Temporary Waiver for Career Employee Summative Evaluation

1.1 For licensed, non-provisional teachers only, the Board waives the requirements of R277-533 that an LEA implement a summative evaluation and submit summative educator and administrator evaluation data to USBE if the LEA submits formative evaluation assessment data to USBE for the 2020-2021 school year.

## Approvals

- Negotiated: September 2020

# Health and Disability

## 1. HEALTH, DISABILITY, AND POSTPARTUM LEAVE

- 1.1. Educators with less than three years of continuous current experience in the district, are granted health and disability leave as follows:
  - 1.1.1. A maximum of up to seven (7) working days may be granted annually in the event of health or disability absence.
  - 1.1.2. Health and disability may accumulate up to a maximum of twenty-one (21) working days at the beginning of the third year of employment.
    - 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.
  - 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:
    - 1.1.3.1. A certified educator's salary shall have the cost of a **personal day** ~~substitute salary~~ deducted for any health or disability leave taken beyond the earned cumulative days up to a combined maximum of 180 calendar days.
- 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
  - 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.

- 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.)
- 1.2.1.2. 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.
- 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. 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.
- 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 days of 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.
  - 1.2.4.1. 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.
- 1.2.5. A retired career educator will not be eligible for the 180 days of sick leave benefit. They will earn seven (7) days of sick leave per year

which may accrue to a maximum of 21 days. Individuals other than retired Alpine employees who were hired prior to March 1, 2006, are eligible for the 180 days of sick leave benefit.

- 1.3. An educator who is 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.
- 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.
- 1.5. 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.
  - 1.5.1. All special requests for health/disability leave beyond that which is specified in this policy shall be referred to the principal for individual consideration. At the principal's discretion up to 5 additional days may be allowed or denied. Upon denial, the employee may appeal directly to the Superintendent to request additional days.
- 1.6. Fitness Release 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.
- 1.7. 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.

- 1.8. Educators should plan their work and provide lesson plans so that their work will progress normally whenever they must be absent themselves from school.
- 1.9. 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.
- 1.10. Employees may use sick leave for an organ donation.

## 2. LONG TERM DISABILITY

- 2.1. 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 **on** health and disability leave. The employee must apply and meet the qualification of Educators Mutual (EMI Health).
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.

- 2.5. 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.
- 2.6. 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 State Retirement System) who qualify for Long-Term Disability (LTD) will have an elimination period of 180 days.

### 3. POSTPARTUM LEAVE

- 3.1. Employees are allowed to use health and disability leave for postpartum recovery. See [FAQs Maternity/Postpartum Sick Leave](#) for further information.

#### Definition

1. "Calendar day" includes contract days, weekends, and holidays combined.

#### Board Approvals

- \*See Policy No. 4037, Item 1.61
- Negotiated: November 1, 1985; Negotiated Revision: August 25, 1987, September 27, 1988, June 16, 1989, November 1991, May 2011, May 2013, May 2014, May 2015, April 2017, May 2018
- Negotiated: 2019
- Negotiated Revisions: September 2020

# Procedures

## 1. EXTENDED SICK LEAVE

- 1.1. An employee absent from work for a period of twenty-one (21) consecutive calendar days for health or disability reasons must, upon request of his/her supervisor, supply the supervisor 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 (Policy No. 4019, I.2). The statements from the medical doctor, if requested, are to be forwarded to the Human Resource office for review and placement in the employee's personnel file. (Note: This is a change from earlier directives which required a letter from the employee's physician when the employee had been off work for health or disability reasons for fifteen consecutive days. The principal or district level work-unit supervisor of the employee will now determine if such written notice is required.)
- 1.2. Those employees who have been required to supply a medical doctor's statement to substantiate extended health and disability leave are not to be permitted to return to work without a doctor's release. If the employee is given only a partial release, please check with the Human Resource office before allowing the person to return to work. Principals/supervisors are to forward these releases without delay to the Human Resource office so they may be placed in the employee's medical file.
- 1.3. Employees who have been absent for an extended period shall not be allowed to return to work for a day or a few days and then be absent due to health or disability reasons for another extended period of time without proper medical documentation. Principals/supervisors will need to monitor carefully this type of situation.

HEALTH AND DISABILITY LEAVE INTERPRETATION (NOT POLICY)

**Alpine School District | 575 N 100 E, American Fork Utah, 84003 | [alpineschools.org](http://alpineschools.org) | 801-610-8400**

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information:

[alpineschools.org](http://alpineschools.org)



Guidelines for administering the health/disability policy are:

1. The principal shall review the health/disability leave policy with the entire staff during the first month of each school year.
2. All special requests for health/disability leave beyond that which is specified in this policy shall be referred to the principal and the superintendent for individual consideration.
3. Absence caused by serious or emergency illness of spouse, children or parents of contracted educators can be granted by the principal. The following examples are provided as guidelines to educators and principals so that educators may know when to request additional time off for the illness of a family member and principals may have a basis upon which to grant such requests:

Example A. If the spouse or child of an educator has surgery, the educator may be excused the day of surgery but unless the patient is critical the educator should be in school during the period of recovery.

Example B. If the child of an educator has a cold or communicable disease and is not seriously ill, the educator should be in school.

Example C. If a newborn child has an illness but the parent is physically able to return to work and the child is not critically ill, the educator should be at work.

Example D. If an educator must be absent from work for maternity reasons for a period beyond fifteen working days, then a doctor's statement must be submitted to the educator's supervisor identifying the actual complication which might prevent the educator's return to work. In most cases, in the normal birth of a child, the educator shall return to work within fifteen working days or the cost of a substitute's pay shall be withheld from the educator's pay.

4. An educator who has taken 15 days or more of health and disability leave in each of two consecutive years shall have the reasons for leave reviewed by the administration and in the event the leave is not legitimate the educator's health and disability leave may be restricted.

**Alpine School District | 575 N 100 E, American Fork Utah, 84003 | [alpineschools.org](http://alpineschools.org) | 801-610-8400**

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information:

[alpineschools.org](http://alpineschools.org)

5. If the educator adopts a child under the age of five he/she may take four days health leave to help the child settle into the family.

# Rules & Regulations (Under Health & Disability Policy 4162)

## 1. COVID-19 Related Information

- 1.1. Symptoms of COVID-19 have been identified and outlined by the Utah Department of Health and the Centers for Disease Control.
  - 1.1.1. Fever over 100.4
  - 1.1.2. Cough
  - 1.1.3. Sore throat
  - 1.1.4. Shortness of breath
  - 1.1.5. Muscle aches and pain (without recent physical exertion)
  - 1.1.6. New reduced sense of taste or smell
- 1.2. Employees who are showing symptoms of COVID-19 should not be at work and should be tested. COVID-19 testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>.
- 1.3. High-Risk Individuals
  - 1.3.1. People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19. People of any age with the following conditions are at increased risk of severe illness from COVID-19:
    - 1.3.1.1. [Chronic kidney disease](#)
    - 1.3.1.2. [COPD \(chronic obstructive pulmonary disease\)](#)
    - 1.3.1.3. [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
    - 1.3.1.4. [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
    - 1.3.1.5. [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
    - 1.3.1.6. [Sickle cell disease](#)

- 1.3.1.7. [Type 2 diabetes mellitus](#)
- 1.3.2. COVID-19 is a new disease. Currently, there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19.
- 1.4. Employees identified as High-Risk Individuals should adhere to guidelines issued by the Utah Department of Health:
  - 1.4.1. Wear face masks at all times in public settings.
  - 1.4.2. Stay home as much as possible. If you need to go into public settings, stay at least 6 feet from others.
  - 1.4.3. Wash hands often.
  - 1.4.4. Limit travel to only essential travel.
  - 1.4.5. Continue to seek emergency care, routine doctor visits, and medication pickups.
  - 1.4.6. Limit visiting friends or family without urgent need.
  - 1.4.7. Limit physical interactions with other high-risk individuals, except for members of your household or residence.
  - 1.4.8. Limit attending gatherings of any number of people outside your household or residence.
  - 1.4.9. Do not visit others in hospitals, nursing homes, or other residential care facilities.
  - 1.4.10. When working remotely is not possible, maintain social distancing.
- 1.5. When schools are operational and students/employees are present, the responsibilities of staff of the District cannot be fulfilled by working remotely. For example:
  - 1.5.1. *District Office Personnel* - must be physically present to provide face-to-face services and support to employees/parents/patrons addressing student learning/safety and other concerns.
  - 1.5.2. *School Administrators* - must be physically present to oversee the general operations of the school and address student learning as well as safety/emergency situations.
  - 1.5.3. *Teachers* - must be physically present to address student learning and supervision, provide social and emotional support, as well as address safety/emergency situations.
  - 1.5.4. *Academic Coaches (Innovative, Instructional, PLC)* - must be physically present to provide support for teachers specific to student learning and supervision.
  - 1.5.5. *Counselors* - must be physically present to provide students social and emotional support as well as address safety/emergency situations.
  - 1.5.6. *School Psychologists/Social Workers/Other Related Service Providers* - must be physically present to provide student social and

emotional support, complete required testing, as well as address safety/emergency situations.

- 1.5.7. *Administrative Assistants/Secretaries* - must be physically present to address student, patron, educator, and supervisor needs/concerns as well as address safety/emergency situations.
  - 1.5.8. *Para Educators/Aides* - must be physically present to address student learning and supervision as well as address safety/emergency situations.
  - 1.5.9. *Nurses* - must be physically present to address ongoing student medical issues as well as address safety/emergency situations.
  - 1.5.10. *Custodial* - must be physically present to clean, sanitize, and maintain the facility.
  - 1.5.11. *Physical Facilities Services* - must be physically present to perform maintenance duties such as electrical, HVAC, mowing, painting, plumbing, etc.
  - 1.5.12. *Information Technology Services* - must be physically present to perform maintenance duties such as computer and network repair, on-site employee customer service, etc.
  - 1.5.13. *Nutrition Services* - must be physically present to prepare and serve meals to students as well as clean and sanitize.
  - 1.5.14. *Transportation Services* - must be physically present to transport students as well as clean and sanitize, maintain and repair.
- 1.6. *High-Risk Individual Employees:*
- 1.6.1. are not precluded from working onsite; however, the employee should adhere to social distancing (ideally 6+ feet), wash hands often, and use appropriate Personal Protective Equipment (PPE).
  - 1.6.2. upon authorization from the principal/supervisor and Human Resources, an alternative position could be available for remote work.
  - 1.6.3. who are required to work onsite will be provided general PPE, at the employee's request through their supervisor.
  - 1.6.4. who require further accommodations and qualify under the Americans with Disabilities Act (ADA), should contact the Human Resources Department for assistance.
- 1.7. Due to the unprecedented events caused by COVID-19, the U.S. Congress passed the Families First Coronavirus Response Act (FFCRA), beginning April 1, 2020 and which expires December 31, 2020.
- 1.7.1. Leave is available through the FFCRA. A section of the Act grants employees emergency paid sick leave, which provides that a full-time employee is entitled up to two weeks (80 hours), or a part-time employee's two-week equivalent (a number of hours

equal to the number of hours that such employee works, on average, over a 2-week period) of paid sick leave. Employees eligible for this leave would need to meet one of the following six (6) qualifying conditions:

- 1.7.1.1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - 1.7.1.2. has been advised by a health care provider to self-quarantine related to COVID-19;
  - 1.7.1.3. is experiencing symptoms of COVID-19 and seeking medical diagnosis;
  - 1.7.1.4. is caring for an individual subject to an order described in (1.7.1.1.) or self quarantined in (1.7.1.2.);
  - 1.7.1.5. is caring for their son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. Employees who use this leave must fill out must complete the [FFCRA Expanded FLMA for Qualifying Condition #5 Form](#);
    - 1.7.1.5.1. If leave is needed beyond the initial 2 weeks and they have worked for the District for at least thirty (30) days, an eligible employee may receive an additional 10-week partially paid expanded family and medical leave, for which this leave can be taken (please contact Human Resources). Or,
  - 1.7.1.6. is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- 1.7.2. Conditions 1.7.1.1, 1.7.1.2., 1.7.1.3. are paid at the employee's regular rate of pay for two weeks (up to 80 hours) or the maximum per day (\$511 for qualifying conditions - 1.7.1.1, 1.7.1.2., 1.7.1.3.)
  - 1.7.3. Conditions 1.7.1.4., 1.7.1.5., 1.7.1.6. are paid at 2/3 of the employee's regular rate of pay for two weeks (up to 80 hours) or the maximum per day (\$200 for qualifying conditions - 1.7.1.4., 1.7.1.5., 1.7.1.6.)
  - 1.7.4. FFCRA paid sick leave is capped at two weeks (up to 80 hours) for any combination of the qualifying conditions.
  - 1.7.5. [Notice](#) will be posted at each work location site and sent to all employees through district email.
- 1.8. Employees testing positive for COVID-19
    - 1.8.1. Employees who test positive for COVID-19, and have been told to self-isolate by the health department or a medical provider, are

- required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.
- 1.8.2. Employees who use this leave must complete the [Employee Family First Coronavirus Response Act Leave Form](#) and submit it to Human Resources as soon as possible.
  - 1.8.3. If additional leave is required, as directed by a medical provider, benefit-eligible employees may use leave according to District policy (i.e. Health and Disability, or FMLA).
- 1.9. Employees caring for someone who has been quarantined as specified in FFCRA qualifying conditions 1.7.1.1. or 1.7.1.2 can apply for the stipulated leave and must complete the [FFCRA Leave Form](#) and submit it to Human Resources as soon as possible.
  - 1.10. Notice: Where leave is foreseeable, an employee should provide notice of leave to the District as soon as possible. Under these rules, after the first workday of paid sick time, employees are required to follow reasonable notice procedures in order to continue receiving paid sick time.
  - 1.11. Employees who have been or were potentially exposed to COVID-19, and have been told to self-isolate by the health department or a medical provider, are required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.
    - 1.11.1. Employees who use this leave must complete the [FFCRA Leave Form](#) and submit it to Human Resources as soon as possible.
    - 1.11.2. Employees experiencing symptoms of COVID-19 and seeking medical diagnosis should NOT be at work and should self-isolate until the employee tests negative for COVID-19.
      - 1.11.2.1. Employees who use this leave must complete the [FFCRA Leave Form](#) and submit it to Human Resources as soon as possible.

## Board Approvals

- Approved Rules & Regulations July 2020

# Personal Leave

## 1. PERSONAL LEAVE

- 1.1. Certified educators may have up to five days of personal leave annually. Educators shall pay \$50 in 2018-19, \$55 in 2019-~~20-21~~, and \$60 starting in the ~~2020-21~~ 2021-22 school year per day for each personal leave day used.
  - 1.1.1. Educators may take ~~two~~ ~~one~~ personal days annually at no dock in pay. The free personal days may not be used during the first 8 contract days of the school year. Personal days taken on the contract days before the first student days will be treated as other personal days and will be docked at \$50 in 2018-19, \$55 in 2019-~~20-21~~, and \$60 starting in the ~~2020-21~~ 2021-22 school year per day.
- 1.2. Personal leave may be accumulated up to a maximum of ten days. Personal leave accumulates by carrying the number of unused personal leave days over into the next school year.
- 1.3. Personal leave without pay for worthwhile absences may be approved by the superintendent or his designee.
- 1.4. Educators may not take personal leave during the first week of school\* or during the last week of school\*. The first week of school and the last week at 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 which would have been one of the five student days, this day will count as one of the five student days.
- 1.5. Educators are discouraged from taking personal leave to work for any other organization.

- 1.5.1. Educators who are required to attend any professional meeting related to their teaching area/experience to enhance their teaching, may attend such a meeting without counting against the personal leave total, provided the cost of the substitute is paid by the sponsoring organization.
- 1.6. Educators are encouraged to request the leave days in sufficient time to permit the principal to obtain a suitable substitute.
- 1.7. When an educator adopts a child he/she may take personal leave, up to a 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 4019.
- 1.8. Educators may take the day before Christmas break and after Christmas break as personal days with a personal leave dock in pay.

\*The first week of school and the last week at 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 which would have been one of the five student days, this day will count as one of the five student days (May 10, 1994).

## Board Approvals

- Negotiated: November 1, 1985
- Negotiated Revision: June 16, 1989
- Negotiated Revision: May 10, 1994
- Negotiated Revision: June 19, 2001
- Negotiated Revision: May 24, 2002
- Negotiated Revision: May 20, 2008
- Negotiated Revision: May 2012
- Negotiated Revision: May 21, 2103
- Negotiated Revision: May 12, 2015
- Negotiated Revision: April 28, 2016

**Alpine School District | 575 N 100 E, American Fork Utah, 84003 | [alpineschools.org](http://alpineschools.org) | 801-610-8400**

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information:

[alpineschools.org](http://alpineschools.org)



- Negotiated Revision: May 3, 2018
- Negotiated Revision: September 2020

## Procedures

No procedures have been established at this time.

## Rules & Regulations

No rules & regulations have been established at this time.