

ALPINE SCHOOL DISTRICT
&
ALPINE EDUCATION ASSOCIATION
Certified Negotiated Agreement

2018-2019

May 3, 2018

The enclosed items are additions, corrections, or deletions to the 2017-2018 Negotiated Agreement

Negotiations Teams:

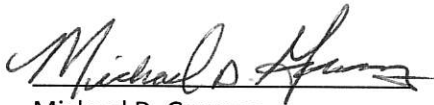
AEA TEAM

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

Board Team

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

Signature Page for the 2018-2019 Negotiated Agreement



Michael D. Gownas

May 3, 2018
Date



Kevin Cox

May 3, 2018
Date

CERTIFIED SETTLEMENT
2018-19

1. Alpine School District agrees to add a 4% COLA as per attached schedule.
2. Alpine School District agrees to fund step and lane.
3. Alpine School District agrees to fund insurance increases.
4. Alpine School District agrees to \$750 additional one-time compensation paid on the November check.
5. Alpine School District agrees to raise substitute teacher pay by \$10.00.
6. Alpine School District agrees to develop a grievance process for teacher harassment in accordance with 2017 H.B. 62.
7. 4024- Personal Leave Policy (Attached)
8. 4064- Summer Checks Policy (Attached)
9. 4028- Salary Lane Changes (Attached)
10. 4021- Jury Duty Policy (Attached)
11. 4048- Prior Experience Policy (Attached)
12. 4033- Retirement Incentives and Eligibility Policy (Attached)
13. 4020- Bereavement Leave Policy (Attached)
14. 4019- Health and Disability Leave Policy (Attached)
15. 4086- Released Time Policy (Attached)
16. Updated memo on high school graduation (Attached)
17. Alpine School District will continue the Joint Educator Evaluation Committee.

**Alpine School District
Teacher Salary Schedule
Fiscal Year 2018-19**

Step	Lane 1 - B.S. Degree											
	Lane 1 Elem (K, Traditional) Sr. High (Tech/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			
1	1.11243	\$37,827	\$42,997	\$40,485	\$46,707	\$40,191	\$42,555	\$41,303	\$43,348	\$39,872	\$40,717	\$39,872
2	1.13601	\$38,629	\$43,909	\$41,343	\$47,697	\$41,043	\$43,457	\$42,179	\$44,267	\$40,717	\$41,562	\$40,717
3	1.15960	\$39,431	\$44,820	\$42,202	\$48,687	\$41,895	\$44,360	\$43,054	\$45,186	\$41,562	\$42,410	\$41,562
4	1.18325	\$40,235	\$45,735	\$43,063	\$49,680	\$42,750	\$45,265	\$43,933	\$46,107	\$42,410	\$43,951	\$42,410
5	1.22624	\$41,697	\$47,396	\$44,627	\$51,485	\$44,303	\$46,909	\$45,529	\$47,783	\$43,951	\$45,489	\$43,951
6	1.26914	\$43,156	\$49,054	\$46,188	\$53,287	\$45,853	\$48,560	\$47,122	\$49,454	\$45,489	\$47,641	\$45,489
7	1.32920	\$45,198	\$51,376	\$48,574	\$55,808	\$48,023	\$50,848	\$49,351	\$51,795	\$47,641	\$49,797	\$47,641
8	1.38935	\$47,243	\$53,701	\$50,563	\$58,334	\$50,196	\$53,149	\$51,585	\$54,138	\$49,797	\$51,950	\$49,797
9	1.44941	\$49,286	\$56,022	\$52,749	\$60,856	\$52,366	\$55,446	\$53,815	\$56,479	\$51,950	\$54,106	\$51,950
10	1.50956	\$51,331	\$58,347	\$54,938	\$63,381	\$54,539	\$57,747	\$56,048	\$58,823	\$54,106	\$56,258	\$54,106
11	1.56962	\$53,373	\$60,668	\$57,124	\$65,903	\$56,709	\$60,045	\$58,278	\$61,163	\$56,258	\$58,414	\$56,258
12	1.62977	\$55,419	\$62,993	\$59,313	\$68,428	\$58,892	\$62,346	\$60,511	\$63,507	\$58,414	\$60,511	\$58,414

Secondary Substitute Pay (Per Period) = \$36.44

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 **\$34,004**

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Summer School Rate	2015	2016	2017	2018	2019
	\$32.09	\$33.37	\$33.70	\$35.04	\$36.44

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:
 - 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 2018--19**

Step	Lane 2 - B.S. Degree +20 Sem Hrs.								
	Lane 2 Elem (K, Traditional) Sr. High (TechMedia)	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
1	Index Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.28%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1,12922	\$38,398	\$43,646	\$41,096	\$47,412	\$40,798	\$43,198	\$41,926	\$44,002
2	1,15865	\$39,399	\$44,784	\$42,167	\$48,648	\$41,861	\$44,324	\$43,019	\$45,149
3	1,18806	\$40,399	\$45,920	\$43,238	\$49,882	\$42,924	\$45,449	\$44,111	\$46,295
4	1,21757	\$41,402	\$47,061	\$44,312	\$51,121	\$43,990	\$46,578	\$45,207	\$47,445
5	1,26056	\$42,864	\$48,723	\$45,876	\$52,926	\$45,543	\$48,222	\$46,803	\$49,120
6	1,31204	\$44,615	\$50,713	\$47,750	\$55,088	\$47,403	\$50,191	\$48,714	\$51,126
7	1,37219	\$46,660	\$53,037	\$49,939	\$57,613	\$49,576	\$52,492	\$50,948	\$53,470
8	1,43225	\$48,702	\$55,359	\$52,125	\$60,135	\$51,746	\$54,790	\$53,178	\$55,810
9	1,49240	\$50,748	\$57,684	\$54,314	\$62,661	\$53,919	\$57,091	\$55,411	\$58,154
10	1,55246	\$52,790	\$60,005	\$56,499	\$65,182	\$56,089	\$59,389	\$57,641	\$60,494
11	1,61261	\$54,835	\$62,330	\$58,688	\$67,708	\$58,262	\$61,690	\$59,874	\$62,838
12	1,71566	\$58,339	\$66,313	\$62,439	\$72,034	\$61,986	\$65,632	\$63,700	\$66,854

Secondary Substitute Pay (Per Period) = \$36.44

- LANE 2 = 7 HRS/DAY, 185 DAYS
- LANE 2A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS
- LANE 2B = 186 DAYS + 13 PRODUCTIVITY DAYS (6 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 2C = 186 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS
- LANE 2D = 186 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER
- LANE 2E = 186 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS
- LANE 2F = 185 DAYS + 17 ADDITIONAL DAYS
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Salary Schedule Base \$34,004

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	2016	\$33.37
	2017	\$33.70
	2018	\$35.04
	2019	\$36.44

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**Alpine School District
Teacher Salary Schedule
Fiscal Year 2018-19**

Step	Lane 3 - B.S. Degree +37 Sem Hrs.									
	Lane 3 Elem (K, Traditional) Sr. High (Tech/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	
	Index	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1,14611	\$38,972	\$44,299	\$41,711	\$48,121	\$41,408	\$43,844	\$42,554	\$44,660	\$41,079
2	1,17854	\$40,075	\$45,553	\$42,891	\$49,483	\$42,580	\$45,084	\$43,758	\$45,924	\$42,241
3	1,21097	\$41,178	\$46,806	\$44,071	\$50,844	\$43,751	\$46,325	\$44,962	\$47,188	\$43,404
4	1,24340	\$42,281	\$48,059	\$45,252	\$52,206	\$44,923	\$47,566	\$46,166	\$48,451	\$44,566
5	1,28630	\$43,739	\$49,718	\$46,813	\$54,007	\$46,473	\$49,207	\$47,759	\$50,123	\$46,104
6	1,34646	\$45,785	\$52,043	\$49,002	\$56,533	\$48,647	\$51,508	\$49,992	\$52,467	\$48,260
7	1,40651	\$47,827	\$54,364	\$51,188	\$59,054	\$50,816	\$53,805	\$52,222	\$54,807	\$50,412
8	1,46667	\$49,873	\$56,689	\$53,377	\$61,580	\$52,990	\$56,107	\$54,456	\$57,151	\$52,568
9	1,52672	\$51,915	\$59,010	\$55,563	\$64,101	\$55,159	\$58,404	\$56,685	\$59,491	\$54,721
10	1,58688	\$53,960	\$61,336	\$57,752	\$66,627	\$57,333	\$60,705	\$58,919	\$61,836	\$56,877
11	1,64693	\$56,002	\$63,657	\$59,937	\$69,149	\$59,502	\$63,002	\$61,148	\$64,176	\$59,029
12	1,73282	\$58,923	\$66,976	\$63,063	\$72,755	\$62,605	\$66,288	\$64,337	\$67,522	\$62,108
15	1,81868	\$61,842	\$70,295	\$66,188	\$76,360	\$65,708	\$69,573	\$67,525	\$70,868	\$65,185
18	1,92173	\$65,347	\$74,278	\$69,938	\$80,687	\$69,431	\$73,515	\$71,351	\$74,894	\$68,879

Secondary Substitute Pay (Per Period) = \$36.44

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Lane 3B = 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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Salary Schedule Base **\$34,004**

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	\$32.09	\$33.37	\$33.70	\$35.04	\$36.44

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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 2018-19**

Step	Lane 4 - B.S. Degree +50 Sem Hrs.									
	Lane 4 Elem (K, Traditional) Sr. High (Tech/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	
1	1.16326 \$39,555	+ 13.6680% \$44,962	+ 7.0270% \$42,335	+ 23.4749% \$48,841	+ 6.25% \$42,028	+ 12.50% \$44,500	+ 9.1892% \$43,190	+ 14.5946% \$45,328	+ 5.4054% \$41,694	
2	1.20428 \$40,950	\$46,547	\$43,628	\$50,563	\$43,510	\$46,069	\$44,713	\$46,927	\$43,164	
3	1.24529 \$42,345	\$48,133	\$45,320	\$52,285	\$44,991	\$47,638	\$46,236	\$48,525	\$44,634	
4	1.28630 \$43,739	\$49,718	\$46,813	\$54,007	\$46,473	\$49,207	\$47,759	\$50,123	\$46,104	
5	1.32920 \$45,198	\$51,376	\$48,374	\$55,808	\$48,023	\$50,848	\$49,351	\$51,795	\$47,641	
6	1.39793 \$47,535	\$54,032	\$50,876	\$58,694	\$50,506	\$53,477	\$51,903	\$54,473	\$50,105	
7	1.45809 \$49,581	\$56,358	\$53,065	\$61,220	\$52,680	\$55,779	\$54,137	\$56,817	\$52,261	
8	1.51814 \$51,623	\$58,679	\$55,250	\$63,741	\$54,849	\$58,076	\$56,367	\$59,157	\$54,413	
9	1.57830 \$53,669	\$61,004	\$57,440	\$66,267	\$57,023	\$60,377	\$58,600	\$61,501	\$56,570	
10	1.63835 \$55,710	\$63,325	\$59,625	\$68,788	\$59,192	\$62,674	\$60,830	\$63,722	\$58,722	
11	1.69851 \$57,756	\$65,650	\$61,815	\$71,314	\$61,366	\$64,976	\$63,063	\$66,185	\$60,878	
12	1.78437 \$60,676	\$68,969	\$64,939	\$74,919	\$64,468	\$68,260	\$66,251	\$69,531	\$63,955	
15	1.87019 \$63,594	\$72,286	\$66,063	\$78,523	\$67,569	\$71,543	\$69,438	\$72,875	\$67,031	
18	1.95605 \$66,514	\$75,605	\$71,187	\$82,128	\$70,671	\$74,828	\$72,626	\$76,221	\$70,109	
21	2.04194 \$69,434	\$78,924	\$74,313	\$85,734	\$73,774	\$78,113	\$75,815	\$79,568	\$73,187	
24	2.15498 \$73,278	\$83,294	\$78,427	\$90,480	\$77,858	\$82,438	\$80,012	\$83,973	\$77,239	

Secondary Substitute Pay (Per Period) = \$36.44

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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Salary Schedule Base **\$34,004**

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Summer School Rate	2015	\$32.09
	2016	\$33.37
	2017	\$33.70
	2018	\$35.04
	2019	\$36.44

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:
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**Alpine School District
Teacher Salary Schedule
Fiscal Year 2018-19**

Step	Lane 5 - B.S. Degree +70 Sem Hrs.									
	Lane 5 Elem (K, Traditional) Sr. High (Tech/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	
	Index	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1.16326	\$39,555	\$44,962	\$42,335	\$48,841	\$42,028	\$44,500	\$43,190	\$45,328	\$41,694
2	1.20428	\$40,950	\$46,547	\$43,828	\$50,563	\$43,510	\$46,069	\$44,713	\$46,927	\$43,184
3	1.24529	\$42,345	\$48,133	\$45,320	\$52,285	\$44,991	\$47,638	\$46,236	\$48,525	\$44,634
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24	2.15498	\$73,278	\$83,294	\$78,427	\$90,480	\$77,858	\$82,438	\$80,012	\$83,973	\$77,239
27	2.24412	\$76,309	\$86,739	\$81,671	\$94,223	\$81,078	\$85,848	\$83,321	\$87,446	\$80,434
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**Alpine School District
Teacher Salary Schedule
Fiscal Year 2018-19**

Step	Lane 6 - M.S. Degree									
	Lane 6 Elem (K, Traditional) Sr. High (Tech/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 \$39,555	+ 13.6680% \$44,962	+ 7.0270% \$42,335	+ 23.4749% \$48,841	+ 6.25% \$42,028	+ 12.50% \$44,500	+ 9.1892% \$43,190	+ 14.5946% \$45,328	+ 5.4054% \$41,694	
2	1.20428 \$40,950	\$46,547	\$43,828	\$50,563	\$43,510	\$46,089	\$44,713	\$46,927	\$43,164	
3	1.24529 \$42,345	\$48,133	\$45,320	\$52,285	\$44,991	\$47,638	\$46,236	\$48,525	\$44,634	
4	1.28630 \$43,739	\$49,718	\$46,813	\$54,007	\$46,473	\$49,207	\$47,759	\$50,123	\$46,104	
5	1.32920 \$45,198	\$51,376	\$48,374	\$55,808	\$48,023	\$50,848	\$49,351	\$51,795	\$47,641	
6	1.39793 \$47,535	\$54,032	\$50,876	\$56,694	\$50,506	\$53,477	\$51,903	\$54,473	\$50,105	
7	1.45809 \$49,581	\$56,358	\$53,065	\$61,220	\$52,660	\$55,779	\$54,137	\$56,817	\$52,261	
8	1.51814 \$51,623	\$58,679	\$55,250	\$63,741	\$54,849	\$58,076	\$56,367	\$59,157	\$54,413	
9	1.57830 \$53,669	\$61,004	\$57,440	\$66,267	\$57,023	\$60,377	\$58,600	\$61,501	\$56,570	
10	1.63835 \$55,710	\$63,325	\$59,625	\$68,788	\$59,192	\$62,674	\$60,830	\$63,841	\$58,722	
11	1.69851 \$57,756	\$65,650	\$61,815	\$71,314	\$61,366	\$64,976	\$63,063	\$66,185	\$60,878	
12	1.74837 \$60,676	\$68,969	\$64,939	\$74,919	\$64,468	\$68,260	\$66,251	\$69,531	\$63,955	
15	1.87019 \$63,594	\$72,286	\$68,063	\$78,523	\$67,569	\$71,543	\$69,438	\$72,875	\$67,031	
18	1.95605 \$66,514	\$75,605	\$71,187	\$82,128	\$70,671	\$74,828	\$72,626	\$76,221	\$70,109	
21	2.04194 \$69,434	\$78,924	\$74,313	\$85,734	\$73,774	\$78,113	\$75,815	\$79,568	\$73,187	
24	2.15498 \$73,278	\$83,294	\$78,427	\$90,480	\$77,858	\$82,438	\$80,012	\$83,973	\$77,239	

Secondary Substitute Pay (Per Period) = \$36.44

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 (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 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

Salary Schedule Base \$34,004

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Summer School Rate	2015	\$32.09
	2016	\$33.37
	2017	\$33.70
	2018	\$35.04
	2019	\$36.44

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 2018-19**

Step	Lane 7 - M.S. Degree +20 Sem Hrs.									
	Lane 7 Elem (K, Traditional) Sr. High (Tech/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	
	Index	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1.17184	\$39,847	\$45,294	\$42,647	\$49,201	\$42,338	\$44,828	\$43,509	\$45,663	\$42,001
2	1.22143	\$41,534	\$47,210	\$44,452	\$51,283	\$44,129	\$46,725	\$45,350	\$47,595	\$43,779
3	1.27103	\$43,220	\$49,127	\$46,257	\$53,366	\$45,921	\$48,623	\$47,192	\$49,528	\$45,556
4	1.32062	\$44,906	\$51,044	\$48,062	\$55,448	\$47,713	\$50,520	\$49,033	\$51,460	\$47,334
5	1.36961	\$46,368	\$52,706	\$49,626	\$57,253	\$49,266	\$52,164	\$50,629	\$53,135	\$48,875
6	1.43225	\$48,702	\$55,359	\$52,125	\$60,135	\$51,746	\$54,790	\$53,178	\$55,810	\$51,335
7	1.49240	\$50,748	\$57,684	\$54,314	\$62,661	\$53,919	\$57,091	\$55,411	\$58,154	\$53,491
8	1.55246	\$52,790	\$60,005	\$56,499	\$65,182	\$56,089	\$59,389	\$57,641	\$60,194	\$55,643
9	1.61261	\$54,835	\$62,330	\$58,688	\$67,708	\$58,262	\$61,690	\$59,874	\$62,838	\$57,799
10	1.67273	\$56,880	\$64,654	\$60,876	\$70,232	\$60,434	\$63,989	\$62,106	\$65,181	\$59,954
11	1.73282	\$58,923	\$66,976	\$63,063	\$72,755	\$62,605	\$66,288	\$64,337	\$67,522	\$62,108
12	1.81868	\$61,842	\$70,295	\$66,188	\$76,360	\$65,708	\$69,573	\$67,525	\$70,868	\$65,185
15	1.90458	\$64,763	\$73,615	\$69,314	\$79,966	\$68,811	\$72,859	\$70,715	\$74,215	\$68,264
18	1.99037	\$67,681	\$76,931	\$72,436	\$83,568	\$71,911	\$76,141	\$73,900	\$77,558	\$71,339
21	2.07626	\$70,601	\$80,251	\$75,562	\$87,175	\$75,014	\$79,426	\$77,089	\$80,905	\$74,417
24	2.17213	\$73,861	\$83,956	\$79,051	\$91,200	\$78,477	\$83,094	\$80,648	\$84,641	\$77,854
27	2.27854	\$77,479	\$88,069	\$82,924	\$95,668	\$82,322	\$87,164	\$84,599	\$88,787	\$81,668
Secondary Substitute Pay (Per Period) = \$36.44										

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 (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 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 + 27 ADDITIONAL DAYS

Lane 7G = 185 DAYS + 10 ADDITIONAL DAYS

Lane 7H = 185 DAYS + 10 ADDITIONAL DAYS

Lane 7I = 185 DAYS + 10 ADDITIONAL DAYS

Salary Schedule Base \$34,004

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Summer School Rate	2015	\$32.09
	2016	\$33.37
	2017	\$33.70
	2018	\$35.04
	2019	\$36.44

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 2018-19**

	Lane 8 - M.S. Degree +37 Sem Hrs.									
Step	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	
Index	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%	
1	1,180,422	\$40,139	\$45,625	\$42,960	\$49,562	\$42,648	\$45,156	\$43,827	\$45,997	\$42,309
2	1,238,59	\$42,117	\$47,874	\$45,077	\$52,004	\$44,749	\$47,382	\$45,987	\$48,264	\$44,394
3	1,296,76	\$44,095	\$50,122	\$47,194	\$54,446	\$46,851	\$49,607	\$48,147	\$50,531	\$46,479
4	1,355,03	\$46,076	\$52,374	\$49,314	\$56,893	\$48,956	\$51,836	\$50,310	\$52,801	\$48,567
5	1,397,93	\$47,535	\$54,032	\$50,876	\$58,694	\$50,506	\$53,477	\$51,903	\$54,473	\$50,105
6	1,466,67	\$49,873	\$56,689	\$53,377	\$61,580	\$52,990	\$56,107	\$54,456	\$57,151	\$52,568
7	1,526,72	\$51,915	\$59,010	\$55,563	\$64,101	\$55,159	\$58,404	\$56,685	\$59,491	\$54,721
8	1,586,88	\$53,960	\$61,336	\$57,752	\$66,627	\$57,333	\$60,705	\$58,919	\$61,836	\$56,877
9	1,646,93	\$56,002	\$63,657	\$59,937	\$69,149	\$59,502	\$63,002	\$61,148	\$64,176	\$59,029
10	1,707,09	\$58,048	\$65,982	\$62,127	\$71,675	\$61,676	\$65,304	\$63,382	\$66,520	\$61,186
11	1,767,14	\$60,090	\$68,303	\$64,312	\$74,196	\$63,845	\$67,601	\$65,612	\$68,860	\$63,338
12	1,833,00	\$63,009	\$71,622	\$67,437	\$77,801	\$66,948	\$70,886	\$68,799	\$72,205	\$66,415
15	1,938,89	\$65,930	\$74,941	\$70,563	\$81,407	\$70,051	\$74,171	\$71,988	\$75,552	\$69,494
18	2,024,79	\$68,851	\$78,262	\$73,689	\$85,014	\$73,154	\$77,457	\$75,178	\$78,899	\$72,573
21	2,110,58	\$71,768	\$81,577	\$76,811	\$88,616	\$76,254	\$80,739	\$78,363	\$82,242	\$75,648
24	2,206,45	\$75,028	\$85,283	\$80,300	\$92,641	\$79,717	\$84,407	\$81,923	\$85,978	\$79,084
27	2,312,85	\$78,646	\$89,396	\$84,173	\$97,108	\$83,562	\$88,477	\$85,873	\$90,124	\$82,897
Secondary Substitute Pay (Per Period) = \$36.44										
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)=5 PRODUCTIVITY DAYS, 4 PERIODS (0.6667 FTE)=8 PRODUCTIVITY DAYS, 3 PERIODS (0.5 FTE)=6.5 PRODUCTIVITY DAYS)										
LANE 8C = 185 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS										
LANE 8D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER										
LANE 8E = 185 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS										
LANE 8F = 185 DAYS + 17 ADDITIONAL DAYS										
LANE 8G = 185 DAYS + 27 ADDITIONAL DAYS										
LANE 8H = 185 DAYS + 10 ADDITIONAL DAYS										
Salary Schedule Base \$34,004										

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Summer School Rate	2015	\$32.09
	2016	\$33.37
	2017	\$33.70
	2018	\$35.04
	2019	\$36.44

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 2018-19**

Step	Lane 9		Lane 9A		Lane 9B		Lane 9C		Lane 9D		Lane 9E		Lane 9F		Lane 9G		Lane 9H		
	Elem (K, Traditional) Sr. High (Tch/Media)	Elementary Extended Day	Jr. High/Middle Tch 6 Periods w/ Productivity	Jr. High/Middle Tch 7 Periods w/ Productivity	Sr. High Teacher Extra Period for Half Year	Sr. High Teacher Extra Period for Fall Year	Jr. High/Middle Media Specialist	Jr. High/Middle Counselor	Sr. High Counselor	Index	Base	+ 13.6680%	+ 7.0270%	+ 23.4749%	+ 6.25%	+ 12.50%	+ 9.1892%	+ 14.5946%	+ 5.4054%
1	1,18900	\$40,431	\$45,957	\$43,272	\$49,922	\$42,958	\$45,485	\$44,146	\$46,331	\$42,616	\$40,431	\$45,957	\$43,272	\$49,922	\$42,958	\$45,485	\$44,146	\$46,331	\$42,616
2	1,25575	\$42,701	\$48,537	\$45,701	\$52,724	\$45,389	\$48,038	\$46,624	\$48,932	\$45,009	\$42,701	\$48,537	\$45,701	\$52,724	\$45,389	\$48,038	\$46,624	\$48,932	\$45,009
3	1,32250	\$44,970	\$51,117	\$48,130	\$55,527	\$47,781	\$50,592	\$49,103	\$51,534	\$47,401	\$44,970	\$51,117	\$48,130	\$55,527	\$47,781	\$50,592	\$49,103	\$51,534	\$47,401
4	1,38935	\$47,243	\$53,701	\$50,563	\$58,334	\$50,196	\$53,149	\$51,585	\$54,138	\$49,797	\$47,243	\$53,701	\$50,563	\$58,334	\$50,196	\$53,149	\$51,585	\$54,138	\$49,797
5	1,44941	\$49,286	\$56,022	\$52,749	\$60,856	\$52,366	\$55,446	\$53,815	\$56,479	\$51,950	\$49,286	\$56,022	\$52,749	\$60,856	\$52,366	\$55,446	\$53,815	\$56,479	\$51,950
6	1,51814	\$51,623	\$58,679	\$55,250	\$63,741	\$54,849	\$58,076	\$56,367	\$59,157	\$54,413	\$51,623	\$58,679	\$55,250	\$63,741	\$54,849	\$58,076	\$56,367	\$59,157	\$54,413
7	1,57830	\$53,689	\$61,004	\$57,440	\$66,287	\$57,023	\$60,377	\$58,600	\$61,501	\$56,570	\$53,689	\$61,004	\$57,440	\$66,287	\$57,023	\$60,377	\$58,600	\$61,501	\$56,570
8	1,63835	\$55,710	\$63,325	\$59,625	\$68,788	\$59,192	\$62,674	\$60,830	\$63,841	\$58,722	\$55,710	\$63,325	\$59,625	\$68,788	\$59,192	\$62,674	\$60,830	\$63,841	\$58,722
9	1,69851	\$57,756	\$65,650	\$61,815	\$71,314	\$61,366	\$64,976	\$63,063	\$66,185	\$60,878	\$57,756	\$65,650	\$61,815	\$71,314	\$61,366	\$64,976	\$63,063	\$66,185	\$60,878
10	1,75856	\$59,798	\$67,971	\$64,000	\$73,836	\$63,535	\$67,273	\$65,293	\$68,525	\$63,030	\$59,798	\$67,971	\$64,000	\$73,836	\$63,535	\$67,273	\$65,293	\$68,525	\$63,030
11	1,81868	\$61,842	\$70,295	\$66,188	\$76,360	\$65,708	\$69,573	\$67,525	\$70,868	\$65,185	\$61,842	\$70,295	\$66,188	\$76,360	\$65,708	\$69,573	\$67,525	\$70,868	\$65,185
12	1,90458	\$64,763	\$73,615	\$69,314	\$79,966	\$68,811	\$72,859	\$70,715	\$74,215	\$68,264	\$64,763	\$73,615	\$69,314	\$79,966	\$68,811	\$72,859	\$70,715	\$74,215	\$68,264
15	1,99037	\$67,681	\$76,931	\$72,436	\$83,568	\$71,911	\$76,141	\$73,900	\$77,558	\$71,339	\$67,681	\$76,931	\$72,436	\$83,568	\$71,911	\$76,141	\$73,900	\$77,558	\$71,339
18	2,07626	\$70,601	\$80,251	\$75,562	\$87,175	\$75,014	\$79,426	\$77,089	\$80,905	\$74,417	\$70,601	\$80,251	\$75,562	\$87,175	\$75,014	\$79,426	\$77,089	\$80,905	\$74,417
21	2,16215	\$73,522	\$83,571	\$78,688	\$90,781	\$78,117	\$82,712	\$80,278	\$84,252	\$77,496	\$73,522	\$83,571	\$78,688	\$90,781	\$78,117	\$82,712	\$80,278	\$84,252	\$77,496
24	2,25803	\$76,782	\$87,277	\$82,178	\$94,807	\$81,581	\$86,380	\$83,838	\$87,988	\$80,932	\$76,782	\$87,277	\$82,178	\$94,807	\$81,581	\$86,380	\$83,838	\$87,988	\$80,932
27	2,36433	\$80,397	\$91,385	\$86,046	\$99,270	\$85,421	\$90,446	\$87,784	\$92,130	\$84,742	\$80,397	\$91,385	\$86,046	\$99,270	\$85,421	\$90,446	\$87,784	\$92,130	\$84,742
Secondary Substitute Pay (Per Period) = \$36.44																			

LANE 9 = 7 HRS/DAY, 185 DAYS

LANE 9A = 8 HRS/DAY FOR 177 DAYS & 7 HRS/DAY FOR 8 DAYS

LANE 9B = 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 9C = 185 DAYS + 17 PRODUCTIVITY DAYS AND 1 ADDITIONAL CLASS

LANE 9D = 185 DAYS + 1 ADDITIONAL CLASS FOR 1 SEMESTER

LANE 9E = 185 DAYS + 1 ADDITIONAL CLASS FOR 2 SEMESTERS

LANE 9F = 185 DAYS + 17 ADDITIONAL DAYS

LANE 9G = 185 DAYS + 27 ADDITIONAL DAYS

LANE 9H = 185 DAYS + 10 ADDITIONAL DAYS

Salary Schedule Base \$34,004

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Summer School Rate	2015	2016	2017	2018	2019
	\$32.09	\$33.37	\$33.70	\$35.04	\$36.44

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 2018-19
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	M.S. Degree +50 Sem. Hrs.	1-Period per Term
1	37,827	1,576.13	38,398	1,599.92	38,972	1,623.83	39,555	1,648.13	39,555	1,648.13	39,555	1,648.13	39,847	1,660.29	40,139	1,672.46	40,431	1,684.63
2	38,629	1,609.54	39,399	1,641.63	40,075	1,669.79	40,950	1,706.25	40,950	1,706.25	40,950	1,706.25	41,534	1,730.58	42,117	1,754.88	42,701	1,779.21
3	39,431	1,642.96	40,399	1,683.29	41,178	1,715.75	42,345	1,764.38	42,345	1,764.38	42,345	1,764.38	43,220	1,800.83	44,095	1,837.29	44,970	1,873.75
4	40,235	1,676.46	41,402	1,725.08	42,281	1,761.71	43,739	1,822.46	43,739	1,822.46	43,739	1,822.46	44,906	1,871.08	46,076	1,919.83	47,243	1,968.46
5	41,697	1,737.38	42,864	1,786.00	43,739	1,822.46	45,198	1,883.25	45,198	1,883.25	45,198	1,883.25	46,368	1,932.00	47,535	1,980.63	49,286	2,053.58
6	43,156	1,798.17	44,615	1,858.96	45,785	1,907.71	47,535	1,980.63	47,535	1,980.63	47,535	1,980.63	48,702	2,029.25	49,873	2,078.04	51,623	2,150.96
7	45,198	1,883.25	46,660	1,944.17	47,827	1,992.79	49,581	2,065.88	49,581	2,065.88	49,581	2,065.88	50,748	2,114.50	51,915	2,163.13	53,669	2,236.21
8	47,243	1,968.46	48,702	2,029.25	49,873	2,078.04	51,623	2,150.96	51,623	2,150.96	51,623	2,150.96	52,790	2,199.58	53,960	2,248.33	55,710	2,321.25
9	49,286	2,053.58	50,748	2,114.50	51,915	2,163.13	53,669	2,236.21	53,669	2,236.21	53,669	2,236.21	54,835	2,284.79	56,002	2,333.42	57,756	2,406.50
10	51,331	2,138.79	52,790	2,199.58	53,960	2,248.33	55,710	2,321.25	55,710	2,321.25	55,710	2,321.25	56,880	2,370.00	58,048	2,418.67	59,798	2,491.58
11	53,373	2,223.88	54,835	2,284.79	56,002	2,333.42	57,756	2,406.50	57,756	2,406.50	57,756	2,406.50	58,923	2,455.13	60,090	2,503.75	61,842	2,576.75
12	55,419	2,309.13	58,339	2,430.79	58,923	2,455.13	60,676	2,528.17	60,676	2,528.17	60,676	2,528.17	61,842	2,576.75	63,009	2,625.38	64,763	2,698.46
13					61,842	2,576.75	63,594	2,649.75	63,594	2,649.75	63,594	2,649.75	64,763	2,698.46	65,930	2,747.08	67,681	2,820.04
14					63,447	2,722.79	66,514	2,771.42	66,514	2,771.42	66,514	2,771.42	67,681	2,820.04	68,851	2,868.79	70,601	2,941.71
15							69,434	2,893.08	69,434	2,893.08	69,434	2,893.08	70,601	2,941.71	71,768	2,990.33	73,522	3,063.42
16							73,278	3,053.25	73,278	3,053.25	73,278	3,053.25	73,861	3,077.54	75,028	3,126.17	76,782	3,199.25
17									76,309	3,179.54					77,479	3,228.29	80,397	3,349.88

Salary Schedule Base \$ 34,004

For fiscal year 2018-19, the salary schedule base was increased by 4%.

Policy No. 4024

PERSONNEL CERTIFIED

1.0 PERSONAL LEAVE

1.1 Certified educators may have up to five days personal leave annually. Educators shall pay ~~\$45~~ \$50 in 2018-19, \$55 in 2019-20, and \$60 starting in the 2020-21 school year per day for each personal leave day used.

1.1.1 Educators may take one personal day annually at no dock in pay. The free personal day 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, and \$60 starting in the 2020-21 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 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.

~~1.9 For the period of the 2016-17 and the 2017-18 school year, a pilot program will be implemented allowing educators to take one personal leave day annually at no dock in pay.~~

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
Negotiated Revision: May 3, 2018

Endnotes

~~1 (Popup - Popup)~~

1. *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).

Policy No. 4064

PERSONNEL CERTIFIED

1.0 SUMMER CHECKS, PAY ITEMIZATION, PAYROLL DEDUCTIONS

~~1.1 Educators may elect to receive their May, June, and July checks on the last working day of May. The August check will be held until the last working day of August.~~

1.2 Pay itemization concerns can be resolved by a phone call to the district payroll office.

1.3 A teacher may make withholding changes in his paycheck by the tenth of each month. These changes will be effective for the pay check issued at the end of that month.

Negotiated: September 13, 1983

Negotiated Revision: October 14, 1986

Negotiated Revision: May 3, 2018

PERSONNEL CERTIFIED

1.0 SALARY LANE CHANGES

1.1 Salary schedule step changes for experience are automatic and are handled yearly by the Business Services Department.

1.2 Horizontal lane changes which are made by earning additional hours of credit or a higher degree are not automatically handled by the Payroll Department. Verification and qualification for a lane change based on additional training must be presented by the employee to the School Board Office by the 10th of the month in which they may qualify. (Contingent upon approval, the payment will be reflected in the next month's check.) The lane change for those who turn in their information after May 10 will be reflected in the September pay check and will not be retroactive for the summer checks.

1.3 Only those credits taken after earning both the original certification and a bachelor's degree (or higher) from an accredited institution of higher learning shall be recognized towards salary lane changes. This applies to all credits regardless of when they were earned.

1.3.1 QUALIFICATION FOR STEP 27 ON BACHELOR'S LANE V - Those educators who have been awarded the Bachelor's plus 50 lane in Alpine School District cannot move to Step 27 unless they complete 20 semester hours.

1.3.2 The program must be complimentary to and in support of the educator's major teaching assignment.

1.3.3 In the event of a conflict on proposed program, an appeal may be made to the Superintendent of Schools, or his designee and the Association president jointly.

1.3.4 The program program allows those educators with a Bachelor's plus 50 to earn credit to move to Step 27 on the salary schedule. In order to move to Lanes VII (M.S. Degree + 20 semester hours) and VIII (M.S. Degree + 37 semester hours) an educator must have a Master's Degree from an accredited university.

1.3.5 Eligibility for this step change includes having completed 26 qualifying years as determined by step attainment on the Alpine School District salary schedule. Verification of qualification for this 20 semester hour program and a lane change application must be presented to the Human Resource Office by the 10th of the month in which they may qualify.

1. 1.4 The following lane change requirements also apply beginning July 1, 1983:

1.4.1 Three semester hours of district prior approved inservice credit or Utah State approved inservice credit may be earned each school year to be applied to lane changes beginning the 1983-84 school year.

1.4.2 All lane change credit, both college and inservice, must contribute to the specific assignment of the teacher and/or be educationally career enhancing for the applicant.

1.4.3 The inservice activity must be approved in advance in the District Educational Services Department. Individual educators are not required to obtain prior approval from the Human Resources Office except for the required 20 quarter hours of prior approved credit to reach the masters equivalency lane.

1.4.4 The decision that the above conditions have been satisfied shall be determined by the District Human Resources Office.

1.4.5 Marginal or disputed credits shall be referred to an appeals committee of five for review and decision. The superintendent shall name two persons and the professional association representing the majority of the teachers shall name two persons to the committee. Those four persons shall agree on the appointment of a fifth person. If the four cannot agree, then the fifth shall be drawn from four final nominees. Each member of the committee shall nominate two individuals. Each member may eliminate one of the eight nominees. The four remaining names shall be placed in a box from which the fifth member's name shall be drawn. The individual drawing shall be determined by a toss of the coin.

1.4.6 At least 50% of the lane credit requirements must be college earned credits as outlined above (with the exception of lane IV, V and VI).

1.4.7 In the event that an educator's teaching specialty ~~prohibits him/her from earning required~~ does not align with suitable college credits, the educator may submit a request to the ~~Human Resources Office~~ appropriate department for prior approval of appropriate inservice or other credits as a substitution for all or part of the college credit requirement. In the event the Human Resources Office rules against the request, it may be referred to the appeals committee described above for a decision.

1.4.8 Teachers who participate in professional development days that are infused into the school calendar and are funded by the Board of Education shall receive either their daily rate of pay or lane change credit for lane changes from lane one to two; or from lane two to three; lane five to six; lane six to seven; and seven to eight. An educator may elect to work on these days for full pay, or half pay for .25 credit, or no pay and .50 credit for lane change.

1.4.9 Beginning with the 2017-18 school year, contract professional development days will not qualify for lane change credit.

Note: The above represents a consolidation of "Board Policy EBFB" Negotiated

August 28, 1981, and "Equivalency Credit" (Negotiated Spring of 1983 and Approved by the Board of Education on September 13, 1983) (See Procedures No. 3--back of book--for interpretation.)

Negotiated Revision: October 14, 1986

Negotiated Revision: August 25, 1987

Negotiated Revision: June 16, 1989

Negotiated Revision: September 18, 1990

Negotiated Revision: May 2006

Negotiated Revision: June 12, 2007

Negotiated Revision: June 16, 2009

Negotiated Revision: September 22, 2009

Negotiated Revision: May 6, 2014

Negotiated Revision: May 12, 2015

Negotiated Revision: May 3, 2018

]Policy No. 4021

PERSONNEL CERTIFIED

1.0 JURY DUTY

1.1 In accordance with existing State Law (78-46-15) Alpine School District educators may be summoned to perform a public service known as jury duty.

1.2 Any educator summoned to perform jury duty, or who is subpoenaed to testify in court, ~~shall pay the District the amount of any remuneration they receive from the court,~~ shall have the statutory compensation deducted from their salary, except travel expense allocations. The educator shall be required to record whatever time missed as jury duty with no dock. (This policy would not apply to situations where the employee was a litigant.)

1.3 The deduction of the statutory compensation means that the educator shall receive full compensation from the combined school district salary and the statutory fee, while serving on jury duty. The statutory compensation and the mileage fee paid by the court shall be retained by the employee.

Negotiated: January 16, 1980

Negotiated Revision: May 2006

Negotiated Revision: May 3, 2018

Policy #4048

1.4 Retirees from a career in education may apply for contracted positions. Supervisors shall not hold positions for retirees. A completed application does not guarantee the retiree a position. Employment, prior experience, and benefits shall be based upon the following:

1.4.1 Utah Retirement System (URS) retirees may not sign a contract until the day after they have officially retired.

~~1.4.2 An individual who is recommended for hire, who has retired from a career in education, must be approved by a cabinet level supervisor and the superintendent.~~

~~1.4.3~~ 1.4.2 Alpine School District retirees may not have a contract greater than half-time during the six months immediately following their official retirement date from the URS.

~~1.4.4~~ 1.4.3 Retirees who are hired with prior experience, will be "at-will" employees for two years.

~~1.4.5~~ 1.4.4 Salary schedule placement shall not exceed Step 4 (Step 7 if hired prior to March 1, 2006) of the appropriate lane for which the employee is qualified.

~~1.4.6~~ 1.4.5 Rehired Alpine School District retirees will be permitted to continue to receive their Alpine School District Retirement Incentive benefits.

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.

1. 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.

7.0 Once submitted, retirement forms may not be rescinded.

Negotiated Revision: May 3, 2018

Policy No. 4020

PERSONNEL CERTIFIED

1.0 BEREAVEMENT LEAVE

1.1 Absence caused by the death of members of the immediate and extended families may be construed as health/disability leave. Members of the immediate family include spouse, mother, father, child, brother, and sister. Members of the extended family include aunt, uncle, father-in-law, mother in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, and grandchildren, or one (1) day per year for a close personal friend.

~~1.1.1 Provisional educators may take one bereavement day per year without dock. It shall not count as a personal or sick day.~~

1.2 An educator may be absent up to ~~three~~ 5 working days at the death of an immediate family member and up to 3 working days for an extended family member without loss of salary. In instances where extenuating circumstances warrant additional time off, ~~the principal may recommend~~ the educator may request in writing to the superintendent additional consideration which may be granted.

1.3 Two additional days beyond the allowed bereavement days listed in 1.2 ~~at the cost of \$45~~ at the same cost of a personal day per day may be granted upon approval of the principal or other supervisor for absence caused by the death of spouse, child or parent.

1.4 Absence for bereavement covers only the immediate family, and absence for bereavement of others, unless cleared in advance with the superintendent by the principal, must be taken as personal leave.

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

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

Negotiated: 1980

Negotiated Revision: October 14, 1986

Negotiated Revision: September 8, 1993

Negotiated Revision: June 19, 2001

Negotiated Revision: June 12, 2007

Negotiated Revision: May 20, 2008

Negotiated Revision: May 18, 2010

Negotiated Revision: May 24, 2011

Negotiated Revision: May 21, 2013

Negotiated Revision: May 6, 2014

Negotiated Revision: May 3, 2018

Policy 4019 Health and Disability Leave

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.

2.1 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.

Negotiated Revision: May 3, 2018

Policy No. 4086

PERSONNEL CERTIFIED

1.0 RELEASED TIME FOR PROFESSIONAL ASSOCIATION LEADERS WHO
REPRESENT THE MAJORITY OF GREATEST NUMBER OF TEACHERS

1.1 The professional association president (hereafter referred to as president) may take time off for his/her professional duties according to the following provisions:

1.1.1 The president may be out of the classroom 50% of his/her school day from the second month through the ninth month of the school year. The President will be in the classroom working with the teaching assistant during September unless there is an emergency. The president will clear with the principal prior to leaving the school during September.

1.1.2 The Board and administrative staff will avoid interrupting the president in the classroom except for emergency reasons.

1.1.3 All time taken by the president or the association designee for workshops, conferences, conventions, meetings and all other activities required of the president will be within the provisions outlined in 1.1.1 above.

1.1.4 The district and association will work together to hire a full-time teaching assistant who shall teach in place of the president while the president attends to association business.

1.1.5 The cost required to provide released time for the association president will be borne by the president's professional association. The professional association will reimburse the district the cost of a full-time teaching assistant.

1.2 The professional association president and Board of Directors and state/local professional association officers who work in Alpine School District shall be released as needed and approved in advance by the superintendent or designee. The cost of needed substitutes will be paid by the professional association.

Rationale: The Alpine School District agrees that the association's involvement in working on district committees (i.e., insurance, calendar, sabbatical leave, negotiations) is considered a benefit to Alpine School District.

Negotiated: May 15, 1984

Negotiated Revision: October 14, 1986

Negotiated Revision: September 18, 1990

Negotiated Revision: May 24, 2002

Negotiated Revision: June 12, 2007

Negotiated Revision: May 3, 2018



575 NORTH 100 EAST, AMERICAN FORK, UT 84003-1758
(801) 610-8468 FAX (801) 610-8490
DR. A. KEVIN COX, ADMINISTRATOR OF HUMAN RESOURCES

MEMORANDUM

TO: All Principals/Supervisors
FROM: Dr. Kevin Cox
SUBJECT: Personal Leave Absence Due to Marriage or Graduation
DATE: May 3, 2018

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

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

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

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