

ALPINE SCHOOL DISTRICT

&

ALPINE EDUCATION ASSOCIATION

Certified Negotiated Agreement
2014 - 2015

May 6, 2014

The enclosed items are additions or corrections or
deletions to the 2014-2015 Negotiated Agreement

Negotiations Teams:

AEA Team

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

Board Team

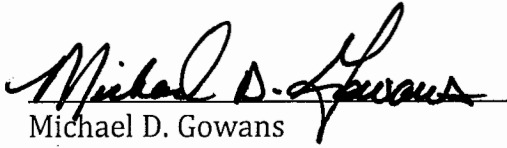
John R. Spencer, Spokesman
Elizabeth Wilson
A. Kevin Cox
Sam Y. Jarman
Robert W. Smith

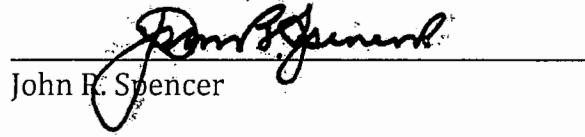
Settlement Package 2014

1. One percent will be added to the 2014-2015 Salary Schedule.
2. Preservation of step and lane for each employee, with step and lane increases for eligible employees.
3. A 1%, one-time bonus, factored from the employee's base salary. This amount will be paid at the end of the November pay period.
4. No changes to health insurance.
5. Increase the hourly rate for teachers from \$17.50 to \$18.50, and in succeeding years this amount will increase by whatever percent is added to the base salary each year.
6. Update of the "Memo of Understanding" on sick leave.
7. Memo on Elementary Prep-Time.
8. Continuation of the pilot relative to 4024.1.8, stating that the day before Christmas break and the day after Christmas break may be taken as a personal day with a \$45.00 dock, through 2016-2017.
9. Re-numbering of policies as proposed through 2012-2013 negotiations.
10. Policy 4015, Medical Surgical, and Extended Health Insurance, as amended, Attachment A.
11. Policy 4019, Health and Disability, as amended Attachment B.
12. Policy 4020, Bereavement, as amended, Attachment C.
13. Policy 4028, Salary Lane Changes, as amended, Attachment D.
14. Policy 4032, Bachelor's Plus 50 Lane. Attachment E.
15. Policy 4043 , Applications, Attachment F.
16. Policy 4048, Prior Experience, as amended, Attachment G.
17. Policy 4048.1, Policy for Prior Teaching Experience, as amended, Attachment H.

18. Policy 4052, Advisement of Job Openings, as amended, Attachment I.
19. Policy 4059, Systematic In-service Training, Attachment J.
20. Policy 4068.1, Extracurricular Activities, Attachment K.
21. Policy 4080, Substitute Educators, Attachment L
22. Policy 4096, General Guidelines for Reduction in Force, Attachment M.

Signature Page for the 2014-2015 Negotiated Agreement.


Michael D. Gowans


John R. Spencer

5/8/2014
Date

5-8-2014
Date



ALPINE SCHOOL DISTRICT

575 NORTH 100 EAST, AMERICAN FORK, UTAH 84003-1758

OFFICE: (801) 610-8417 FAX: (801) 610-8439

ROBERT W. SMITH, ASSISTANT SUPERINTENDENT BUSINESS SERVICES

MEMORANDUM

TO: Mike Gowans
FROM: Rob Smith
DATE: May 8, 2014
SUBJECT: Elementary Prep Time

In the negotiation process last year, we identified an expectation that this year we would work on prep time. This has been an item of concern and discussion for many years as schools have been inconsistent in providing prep time for teachers.

In the spirit of our negotiations process, the administrative team prepared a new FTE allocation model this year that standardizes the allocation of prep time for elementary schools. We reviewed this with cabinet and implemented it for the 2014-15 Fiscal Year. The model provides the following consistently:

- Traditional Schools receive one (1) hour of prep time for all teachers each week, based on 36 weeks (instructional weeks in a year)
 - The model also rounded up a partial FTE to at least .50 FTE (small schools)
- Extended Day Schools receive one (1) hour of prep time for all Kindergarten teachers and two (2) hours for grades 1-6 each week, based on 36 weeks (instructional weeks in a year)

We are grateful for the opportunity to work together on this important issue and hope that the additional consistency and consideration of prep time will help support our great teachers and student learning. Please let me know if you have any questions.



ALPINE SCHOOL DISTRICT

575 NORTH 100 EAST, AMERICAN FORK, UT 84003-1758
(801) 610-8478 FAX (801) 610-8490

JOHN R. SPENCER, ADMINISTRATOR OF HUMAN RESOURCES

MEMORANDUM

TO: All Principals
FROM: John R. Spencer, Administrator of Human Resources
RE: Reporting of Sick Leave

Recently, there have been a number of questions regarding how employees should regard the reporting of sick leave when they have a doctor's appointment during the school day. Following are some guidelines I hope you find useful.

1. We continue to encourage employees to schedule appointments after work hours.
2. If an employee has a medical appointment scheduled during the work day, they may use sick leave. Employees who abuse this will be subject to sick leave review.
3. Typically, it would not be allowed for an employee to use sick leave for elective appointments such as teeth whitening/cleaning, routine check-ups, massage therapy etc.
4. Sick leave should not be granted for a regular doctor's appointment for someone other than the employee.
5. Sick children do not qualify the employee for sick leave. (See guidelines in Procedure #4019)

There is also information in Procedure #4019 relative to guidelines for granting sick leave. A copy of this procedure is attached for you to familiarize yourself with.

Please share this information with your time and attendance secretaries. If you should have additional questions, please call.

POLICY No. 4015**PERSONNEL CERTIFIED****1.0 MEDICAL, SURGICAL, AND EXTENDED HEALTH INSURANCE**

- 1.1 Full-time contracted educators are provided a medical, surgical, and extended health insurance program as a fringe benefit. ~~The cost of the district designated insurance is paid in full by the Board of Education for all educators who qualify (and make application within 30 days of start of service).~~ Employees new to the district and those wishing to make open enrollment changes will be offered the district designated insurance as the only fully paid option. ~~Other plans may be offered as options. However, if the premiums for these options exceed the district designated premium, the employee will need to pay the difference. Those current employees who choose a plan other than the district designated plan will be charged a monthly co-pay.~~ Educators must make application and qualify within 30 days of start of regular contracted service to receive coverage.
- 1.2 The insurance benefits become effective on September 1 of the new contract year. **Contracted educators hired after the first contract day are eligible for insurance benefits on the first day of the month following the date of hire.** ~~For those employees (productivity schools) who work at least 15 days with compensation from Alpine School District under the direction of the principal during the month of August, the employee may elect to have their insurance benefits begin on August 1 for a 12 month period providing application is made by the employee. August employment must be verified in writing to the personnel office.~~
- 1.2.1 The effective date for new insurance benefit items that may be negotiated for teachers is September 1.
- 1.3 An educator is continuously insured from September 1 of the first contract year for as long as the educator is with the district.
- 1.3.1 **Educators may make changes to their insurance benefit upon a qualifying event, i.e., marriage, divorce, birth, etc., and/or District's open enrollment period.**
- 1.4 The insurance coverage ends at the time the educator terminates the contract. In cases where an educator has completed the contract year, the insurance shall remain in effect over the summer months until August 31.
- 1.5 ~~Board approved health care options other than the district designated insurance are available. If another option is selected, it shall replace the health and accident coverage with the district designated insurance. In the event the option selected is more costly than the district designated insurance, the educator shall pay the additional premium for this option.~~

1.6 Part-time contract educators may obtain the above cited insurance at a pro-rated cost.
~~In accordance with the provisions of Policy No. 4080.1 Half time Educators.~~

Negotiated: May 21, 1980

Negotiated: December 9, 1985

Negotiated: October 14, 1986

Negotiated: August 25, 1987

Negotiated: September 29, 1988

Negotiated: September 18, 1990

Negotiated: November 26, 1991

Negotiated: May 19, 1992

Negotiated: September 8, 1993

Negotiated: May 24, 2002

Policy No. 4015

Policy No. 4019

(Ref) Procedure No. 4019

PERSONNEL CERTIFIED

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

1.0 HEALTH AND DISABILITY LEAVE

1.1 Educators with less than three years 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 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 21 consecutive calendar days of health and disability leave, or establish a pattern of sick leave usage, which may indicate a possible misuse, will trigger the beginning count of the 180 calendar days of sick leave usage, beginning with the first of the 21 consecutive calendar days. The 180 day sick leave count may only go back for two years, unless a recommendation by the sick leave panel to go beyond the two years is reached.
 - 1.2.4.1 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.
- 1.3 An educator absent from work for a period of twenty-one (21) consecutive calendar days for health or disability reasons must supply the Human Resources Department with a medical doctor's statement regarding the exact nature of the disability and shall include the doctor's prognosis of when the employee can return to work.
- 1.4 An educator who has taken twenty-one consecutive calendar days or more of health and disability leave in any one school year or who establishes a pattern of sick leave use which might indicate a possible misuse, may have the reasons for leave reviewed by a panel consisting of three administrators to be appointed by the Superintendent. The employee will be asked to appear before the panel. In the event it is determined that the benefit is being misused, the panel will make recommendations for action to the Superintendent and to the employee.

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

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

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

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

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

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

1. *See Policy No. 4047, Item 1.61

Negotiated: November 1, 1985

Negotiated Revision: August 25, 1987

Negotiated Revision: June 16, 1989

Negotiated Revision: November 26, 1991

Negotiated Revision: May 24, 2011

Information Item: Re: Long-Term Disability

Negotiated Revision: May 21, 2013

Information Item: Re: Long-Term Disability*

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

Negotiated: September 27, 1988

3. Employees who qualify for Long-Term disability and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a supplemental conversion policy to the Medicare coverage for health and accident insurance for a three (3) year period. This benefit will discontinue five (5) years from the date the individual qualified for Long-Term Disability. This is a benefit to the employee only and is effective to most employees qualifying subsequent to the 1988-89 school year.
4. Employees who qualify for Long-Term Disability after June 30, 2011 will no longer be provided a supplemental conversion policy to their Medicare coverage for health and accident coverage for a three (3) year period.

Negotiated: June 16, 1989

Negotiated Revision: June 16, 1989

Negotiated Revision: May 24, 2011

Policy No. 4020

PERSONNEL CERTIFIED

1.0 BEREAVEMENT LEAVE

1.1 Absence caused by the death of members of the immediate families may be construed as health/disability leave. Members of the immediate family include spouse, mother, father, child, brother, sister, aunt, uncle, 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 days at the death of an immediate family member without loss of salary. In instances where extenuating circumstances warrant additional time off, the principal may recommend to the superintendent additional consideration which may be granted.

1.3 Two additional days at the cost of a substitute 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.

~~1.6 For the 2013-14, 2014-15, and 2015-16 school years only; a pilot will be run which will allow employees to use one bereavement day for a close personal friend.~~

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

Policy No. 4028

PERSONNEL CERTIFIED

1.0 SALARY LANE CHANGES

1.1 Salary schedule step changes for experience are automatic and are handled yearly by the Payroll 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.

~~The school district shall recognize, in addition to college or university credits, a maximum of two EARNED quarter hours of State or District approved in-service (equivalency) credits for each year of employment in the District from July 1, 1980 through June 30, 1983. One EARNED quarter hour of State or District approved in-service (equivalency) credit shall be recognized for each year of employment in the District prior to July 1, 1980. The credits can only accumulate after the original certificate has been earned and after the latest degree earned by the employee. Masters equivalency is an exception to 1.3 above and is covered by Policy No. 4032, effective the 1989-90 school year.~~

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.

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

1.4.1 ~~Five quarter~~ Three semester hours of District prior approved in-service credit or Utah State approved in-service credit may be earned each school year to be applied to lane changes beginning the 1983-84 school year.

~~Credit that can be either District in-service or college credit, if the educator had the option to pay the fee to have the credit recorded on the college or university transcript, will count as college credit for salary lane change purposes providing the in-service certificate is noted with this information at the time it is issued or other documentation is provided.~~

- 1.4.2 All lane change credit, both college and in-service, must contribute to the specific assignment of the teacher and/or be educationally career enhancing for the applicant.
- 1.4.3 The in-service activity must be approved in advance in the District Education 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 ~~or year-round teaching assignment~~ prohibits him/her from earning required suitable college credits, the educator may submit a request to the Human Resources Office for prior approval of appropriate in-service 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.

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

Policy No. 4032

PERSONNEL CERTIFIED

1.0 BACHELOR'S PLUS 50 LANE

1.1 Those educators who qualify for the Bachelor's Plus 50 Lane Salary Schedule shall be allowed, upon receipt of the Master's Degree, to count all credits earned in working for the degree toward the Master's + 20 Lane.

~~Those educators who have currently approved in-service coursework towards a Master's Equivalency, may apply non-college credit courses towards a Master's Equivalency lane change. All other Equivalency requirements would remain the same. As of June 1, 2009, no additional in-service approvals will be granted. (Bachelor's plus 50 lane change will replace the Master's Equivalency hereafter.)~~

Negotiated: October 28, 1981 Negotiated:

2.0 EFFECTIVE JUNE 1, 2009, THE BACHELOR'S PLUS 50 GUIDELINES ARE IMPLEMENTED.

2.1 The Bachelor's Plus 50 Lane on the pay schedule shall be awarded to those educators who have earned a Bachelor's Degree and met the following criteria in order: have obtained a current teaching license, reside on lane three of the salary schedule, and completed 13 credits of additional credits of college credit available on an accredited college transcript.

2.1.1 The 13-semester hour program must appear on an accredited college transcript and the coursework must: Apply to the educator's area(s) of licensure; complement the educator's major teaching assignment; or apply to an endorsement that is being sought by the educator.

2.2 In the event of a conflict on a college credit class, an appeal may be made to the Superintendent of Schools, or his designee and inform the Association President.

~~2.3 Educators may make application for and gain approval of the 13.3 semester hour program at the District Office.~~

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

3.0 QUALIFICATION FOR STEP 27 ON BACHELOR'S LANE IV-V

3.1 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.

- 3.1.1 The accumulation of college credit hours must be completed within seven (7) years.
- 3.1.2 The program must be complimentary to and in support of the educator's major teaching assignment.
- 3.2 In the event of a conflict on a proposed program, an appeal may be made to the Superintendent of Schools, or his designee and the Association president jointly.
- 3.3 This 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.
- 3.4 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 step lane change application must be presented to the Human Resource Office by the 10th of the month in which they may qualify.

Negotiated: June 1, 1977

Negotiated Revision: March 13, 1997

Negotiated Revision: May 2006

Negotiated Revision: June 2009

Policy No. 4043

PERSONNEL CERTIFIED

1.0 APPLICATIONS

1.1 The Alpine School District uses an application form which is obtainable ~~in the administrative office~~ on-line at the District website. Applicants may be called in for personal interview when vacancies arise in fields for which they are qualified. A personal interview is a necessary part of the procedure in obtaining a position. It is necessary for prospective applicants to renew their applications annually.

Board Approved (1)

Policy No. 4048

PERSONNEL CERTIFIED

1.0 PRIOR EXPERIENCE

1.1 Educators who have previously taught outside Alpine School District and who have not retired from a career in education, shall be awarded experience on the salary schedule as follows:

- 1.1.1 The first two years of previous teaching experience are allowed. Experience beyond two years is reduced by one-half, with the maximum allowed experience not to exceed the seventh step on the salary schedule. Highest degree held and qualifications for a different lane are recognized with proper documentation.

Years Allowed	Credit Experience
1	1
2	2
3	2
4	3
5	3
6	4
7	4
8	5
9	5
10	6

- 1.1.2 The Alpine School District Board of Education allows credit to newly hired teachers who held a valid State teaching certificate at the time of their previous teaching experience. This past experience must be documented upon the request of the Human Resources Administrator.

- 1.1.3 The applicant must teach a minimum of ~~92~~ 91 contract days in any given year to receive experience credit for that year, or begin contracted teaching on or before the first day of the second semester.
- 1.1.4 Experience credit will be allowed if the candidate's past certified experience occurred in any of the following circumstances.
 - 1.1.4.1 Public School experience in any state.
 - 1.1.4.2 Private School experience for state recognized private school with enrolled students of public school age. (Ages 5-18)
 - 1.1.4.3 Full-time seminary instruction.
 - 1.1.4.4 Higher education institutions upon presentation of documentations of accrued experience; the years of experience; and provided the instructor held a valid public school certificate.
 - 1.1.4.5 Intern experience will be given provided the experience was contracted and occurred within the State of Utah. Seniority will be based on the date of hire in Alpine School District.
 - 1.1.4.6 State institutions, such as the Utah State Training School, provided the candidate held a valid Utah public school teaching certificate.
 - 1.1.4.7 Experience credit is not allowed for either part or full-time substitute teaching.
 - 1.1.4.8 Experience is not allowed for volunteer service in the schools.
 - 1.1.4.9 Experience is not allowed for military service.
 - 1.1.4.10 Half-time experience may be considered for allowance of full-time teaching, such as kindergarten assignment.
- 1.1.5 Salary placement for newly hired teachers will be tentative; the step and/or lane placement may be adjusted retroactively when credits, degrees, and experience are appropriately confirmed and approved.

1.2 Full-Time Equivalency

- 1.2.1 The Association and the School District agree that "full-time equivalency" relating to college and higher learning institutions shall be certified by the institution from which the employee came and that one-half year or more of experience shall be recognized as a full year of experience on the salary

schedule providing a teaching certificate has been earned prior to the experience.

1.3 Educators who have previously taught in Alpine School District and who are rehired after January 1, 1997, provided that they have not retired from a career in education, shall be awarded experience on the salary schedule as follows:

1.3.1 All years of Alpine experience.

1.3.2 If the teaching experience in Alpine was less than seven years, the hiree will be permitted to count years of experience from other districts according to 1.1.1 above. These years may only be counted to enable the hiree to reach Step 7 using a combination of Alpine and other district years.

1.3.3 The date of hire will be the day the teacher signs the new contract. A new seniority number will be assigned the individual on the basis of this signing date as per Policy No. 4096 (1.3.1).

1.3.4 Fringe benefits will be determined by Policy No. 4047 (1.6.1).

1.3.5 Retirement and fringe benefits will be based on years of continuous service in Alpine School District if the hiree had been a classified employee immediately prior to becoming a certified employee in Alpine School District.

1.3.5.1 Seniority commences with the first day the retiree signs their contract. As established as per Policy No. 4096 (1.3.1).

1.3.5.2 The individual will be considered a provisional employee and will be evaluated as per Policy No. 4057 (1.3.1).

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 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 Retirees who are hired with prior experience, will be "at-will" employees for two years.
 - 1.4.5 Salary schedule placement shall not exceed Step 4 (~~Step 7 if hired prior to March 1, 2006~~) of and the appropriate lane for which the employee is qualified.
 - 1.4.6 Rehired Alpine School District retirees will be permitted to continue to receive their Alpine School District Retirement Incentive benefits.
 - 1.4.7 Hired retirees will not be eligible for any Alpine Retirement Incentive benefits.
 - 1.4.7.1 Individuals, other than retired Alpine employees, who were hired prior to March 1, 2006, are eligible for the same Alpine Retirement benefits as all other Alpine employees.
 - 1.4.7.2 The post retirement medical benefit accrued by Alpine retirees will run simultaneously with their active employee insurance benefit.
 - 1.4.8 Hired retirees will receive District retirement contributions, as defined by the Utah Retirement Systems, into a 401(k).
 - 1.4.9 The employee is responsible for meeting all requirements to enable continuation of the Utah State Retirement benefits.
- 1.5 If an individual graduated and then received their teaching certificate, credits earned in the intervening time may be used for lane change.
- 1.6 If non-teaching experience is granted, it will be granted in accordance with 1.1.1 of this policy.
- 1.6.1 The experience must be related to the individual's area of certification.
 - 1.6.2 ~~Ninety two (92)~~ Ninety one (91) or more full time working days in a given year will equal one year's experience.
 - 1.6.3 The individual shall be treated as a provisional educator for the purposes of evaluation (Policy No. 4057 (1.3.1)).

Negotiated: October 28, 1981

Negotiated Revision: March 13, 1997

Negotiated Revision: July 17, 2003

Negotiated Revision: March 1, 2006

Policy No. 4048.1

(Ref.) Procedure No. 4048.1

PERSONNEL CERTIFIED

1.0 POLICY FOR PRIOR TEACHING EXPERIENCE

- 1.1 The Alpine School District Board of Education allows credit to newly hired teachers who held a valid State teaching certificate at the time of their previous teaching experience. This past experience must be documented upon the request of the ~~Personnel Director~~ **Human Resource Administrator**.
- 1.2 The first two year of previous teaching experience is allowed. Experience beyond two years is reduced by one-half, with the maximum allowed experience not to exceed the seventh step on the salary schedule. Highest degree held and qualifications for a different lane is recognized with proper identification.
- 1.3 ~~The applicant must teach a minimum of 92 contract days in any given year to receive experience credit for that year, or begin teaching on contract prior to February 1 of any given school year to have that year counted as a full year of experience. If the teacher begins his/her term of employment after January 31~~ **the 91st contract day** of any given year, he/she will not be given credit for advancement on the salary schedule the following year.
- 1.4 Experience credit will be allowed if the candidate's past certified experience occurred in any of the following circumstances:
 - 1.4.1 Public school experience in any state.
 - 1.4.2 Private school experience for state recognized private school with enrolled student of public school age. (Age 5-18)
 - 1.4.3 Full-time seminary instruction.
 - 1.4.4 Higher institutions of learning upon presentation of documentation of accrued experience, as determined by the higher education of learning, and provided the instructor held a valid public school certificate.
 - 1.4.5 Intern experience will be given provided the experience was contracted and occurred within the State of Utah. Seniority will be based on the date of hire in Alpine School District.

- 1.4.6 ~~92~~ 91 or more working days in a given year will equal one year's experience.
- 1.4.7 State institutions, such as the Utah State Training School, provided the candidate held a valid Utah public school teaching certificate.
- 1.4.8 Experience credit is not allowed for either part of full-time substitute.
- 1.4.9 Experience is not allowed for volunteer service in the schools.
- 1.4.10 Half-day experience may be considered for allowance of full-time teaching; such as a kindergarten assignment.

1.5 Salary placement for newly hired teachers will be tentative; the step and/or lane placement to be adjusted retroactively when credits, degrees, and experience are appropriately confirmed and approved.

Board Approved: February 10, 1983

Negotiated Revision: March 13, 1997

Policy No. 4052

PERSONNEL CERTIFIED

1.0 ADVISEMENT OF JOB OPENINGS

1.1 When a vacancy in any professional position in the Alpine School District shall occur or shall be known to occur, the District shall ~~cause a written notice~~ **post on the District website a notice** of such vacancy to be published and posted **on the District website**, ~~in every building. A copy shall be delivered to the Association president. No vacancy shall be filled until the notice has been posted for a reasonable period of time (five to ten working days).~~

Negotiated: October 28, 1981

Policy No. 4059

1.0 SYSTEMATIC INSERVICE TRAINING

- 1.1 The school district is very concerned with upgrading the quality of education and to supplement this goal desires to offer a series of educational in-service training programs. Educators may choose from among the various offerings the training that will be best for their particular interest. Educators shall be encouraged to spend a minimum of ~~ten~~ **fifteen** clock hours during the year in in-service programs or in college courses. Each ~~ten~~ **fifteen** hours of in-service training will earn one ~~quarter~~ **semester** hour of in-service credit which may be used toward salary lane changes. Verification of credit shall be provided by the sponsoring institution.
- 1.2 The following in-service will count for lane change credit:
 - 1.2.1 In-service sponsored or approved by Alpine School District ~~Director~~ **Administrator** of K-12 Curriculum and ~~Staff Development~~ **Education Services**.
 - 1.2.2 In-service (classes, symposiums, workshops, seminars, curriculum development conferences, etc.) sponsored by the State Office of Education or an accredited college or university.
- 1.3 Individuals wishing to sponsor or participate in activities must receive prior approval from the ~~Directors~~ **Administrator** of K-12 Curriculum and ~~Staff Development~~ **Education Services** in order for it to count as lane change credit.
- 1.4 The principal will provide verification of relicensure activities conducted at the local school level. This may be done at the time of the activity or as a cumulative verification provided to the educator no later than the last day of school.

Negotiated: October 28, 1981

Negotiated Revision: July 26, 2000

Policy No. 4068.1

(Ref:) Rules and Regulations No. 4068.1

PERSONNEL CERTIFIED

1.0 EXTRACURRICULAR ACTIVITIES

1.1 The Board of Education recognizes that staff support of students participating in student government and extracurricular activities is crucial in offering important educational and lifetime benefits upon students and supports efforts of schools to provide these opportunities to all students. The Board also acknowledges that the personnel assigned to supervise students who do participate in student government and extracurricular activities, particularly competitive athletics, serve as role models for others in the school and community. As a result of this important role, the adult coaches, advisors, and assistants are expected to comply with the policies of the Board of Education at all times in a manner befitting their positions and responsibilities. This policy is written in compliance with §53a-11-908 Policy Number 4031.1, Section 1.2.2.

Negotiated

Negotiated Revision: August 25, 1987

Revised 2/20/98

Procedure No. 4080

(Ref:) Policy No. 4080

PERSONNEL CERTIFIED

1.0 SUBSTITUTE EDUCATORS

- 1.1 Substitute teacher pay is set at \$60 daily for traditional school schedules. Substitute teachers with a current Utah teaching license are paid \$70 daily for traditional school schedules. An additional \$5 daily is paid for both extended-day elementary schools and junior high schools (productivity schools).
- 1.2 A long term substitute shall be paid \$80 per day after having substituted twenty (20) consecutive working days in the same classroom for the same teacher. Substitutes are paid only for days worked and not for intervening holidays.

~~Payroll cut-off dates have been designated by the Payroll Department. No exceptions shall be allowed.~~

~~Substitute teachers whose names are submitted to accounting each month for payment for services rendered must be registered with the Human Resources Office, certification section. They must have completed a status sheet and submitted appropriate data related to income tax deductions and a social security number.~~

~~The policy on employment of relatives Policy No. 4055.1 shall apply to substitute teachers. For the purpose of Procedure 4080, immediate family members are considered to be: husband, wife, father, mother, father in law, mother in law, son, son in law, daughter, daughter in law, brother, brother in law, sister, sister in law.~~

- 1.3 Substitute teachers are expected to abide by the policies of the Board of Education in regards to ethics, professionalism, marking of roll books, student discipline, dress and grooming, care and security of school properties.
- 1.4 The substitute teacher shall be expected to arrive at school thirty minutes before school begins unless late notice of employment opportunity has been given. The substitute teacher shall report to the office of the principal on arrival at school and should remain thirty minutes after school to complete the professional duties of the day.
- 1.5 Regular extra duty assignments given the absent teachers shall be assumed and followed up by the substitute teacher. School schedules shall need to be followed.

2.0 OTHER EXPECTATIONS

- 2.1 The substitute teacher should become aware of school emergency procedures.

~~Substitute teachers should have a minimum of two years college or have served as a classroom aide for at least one year. Certificated teachers are preferred. State policy limits a noncertified teacher to a maximum of forty (40) consecutive days of teaching. The teacher must be authorized or certificated by the State Board of Education to extend the forty (40) day period of temporary employment.~~

2.2 Secondary substitute teachers shall be, whenever possible, hired in their fields of training—majors and minors – to match the subjects they are assigned to teach.

2.3 School records should be handled with care and confidentiality in accordance with District and federal regulations.

~~2.4 Substitute teachers should regularly attend workshops offered by the District to orient them with school routine and to upgrade their teaching skills.~~

12/6/91

2/2007

Policy No. 4096

PERSONNEL CERTIFIED

1.0 GENERAL GUIDELINES FOR REDUCTION IN FORCE

1.1 Needs for Reduction in Force

1.1.1 The Board of Education may begin a reduction in force only under the following statutory provisions:

1.1.1.1 Enrollment decline

1.1.1.2 Budget reduction

1.1.1.3 School consolidation

1.1.1.4 Elimination of a particular service

1.2 Notification of Need for a Reduction in Force

1.2.1 In the event the Board anticipates a lay-off of educators, the Superintendent or his designee will notify the teacher's association of this plan by March 1 and shall provide the association with a report outlining the need. Nothing in this paragraph shall limit the ability of the Alpine School District to undertake a reduction in force for which notification occurred after March 1 in response to the significant and unforeseen loss of anticipated revenues. Any reduction in force must be preceded by a minimum notice of 60 calendar days.

1.2.2 Reductions other than personnel will be made before a reduction in personnel is effected.

1.2.3 The Board of Education shall use every reasonable means to keep the reduction as low as possible.

1.3 Alpine School District School System Priority List

1.3.1 In the event that a reduction is necessary, an Alpine School District priority list of required size will be prepared, by school, from personnel office records. The priority list may be based on the results of an employee's performance evaluation; and a school's personnel needs.

1.4 Recall Rights

1.4.1 The recall rights of laid-off certificated personnel will be eliminated two year following layoff.

1.5 Option for Half-Time Employment

1.5.1 In the event of a reduction in force, the opportunity of half-time employment will be offered, as half-time vacancies are identified, to any educator interested in changing to half-time employment. Teachers who accept half-time employment will retain their position on the seniority list for recall to full employment. The fringe benefits provided for a period of two years during lay-off will be limited to the following:

1.5.1.1 For the first year contract Health and Life Insurance benefits will be paid ~~in full~~ by the District **with accompanying monthly premium co-pays paid by the employee, where applicable.** After the first year Policy 4080.1 (half-time educators) will be in effect.

1.5.1.2 All other fringe benefits shall be in accordance with Policy 4080.1.

1.6 Recall of Staff After a Reduction in Force

1.6.1 When Alpine School District educators are on lay-off status and there is a total district student enrollment and revenue increase, the Superintendent or designee will meet with the Association officers prior to budget adoption to review the effect each increase may have on the recall section of this policy.

1.6.2 Increase in certified staff will be made from the priority list in the reverse order of their reduction.

2.0 PROCEDURE FOR EFFECTING A GENERAL LAYOFF

2.1 In the event that a general reduction in force becomes necessary, the District staff and teachers' association representative shall cooperate in the following procedure to insure that the reduction will take place in the following order

2.1.1 Self-initiated resignations, early retirements and half-time assignments.

2.1.2 Educators not holding a valid teacher's certificate or authorization.

2.2 In the event that a general reduction in force becomes necessary in accordance with this policy, the following procedure will take place.

2.2.1 The staff requirements and projected student enrollment for all schools in the district shall be listed by building for the forthcoming school year.

- 2.2.2 Staff selection to fill all staffing requirements in regards to the reduction in force, will be made from the school specific priority list in descending order from the highest to the lowest position, provided that where assignments require certification or endorsement by State regulations. Such assignments will be filled by those educators currently holding the necessary certification or endorsement. In the event that educators are ~~not~~ **not** available on the school specific priority list, educators with appropriate licensure will be rehired based upon the results of the employee's performance evaluation.
- 2.2.3 If an educator's assignment will not be available in the forthcoming year, that educator shall be assigned to a position consistent with his certificate or endorsement and in his major or minor field of study.
- 2.2.4 Individual educators not slotted into a teaching position will be notified of the layoff by one of the following:
 - 2.2.4.1 Personal contact with written notice given.
 - 2.2.4.2 By certified mail within (10) ten working days of the decision of layoff. These educators shall be recalled as needed under provisions of this policy.
- 2.2.5 When a reduction in force takes place, the Human Resources office in cooperation with the employee being laid off, will assist the employees in finding employment in other districts. The District shall also sponsor a free career planning seminar for those educators being laid off.

3.0 PROCEDURE FOR EFFECTING LAYOFFS IN SPECIFIC AREAS

- 3.1 In the event that it becomes necessary to eliminate or reduce specific positions, each individual affected will be reassigned or laid off according to one of the following guidelines:
 - 3.1.1 The individual will be placed in another position within his own school.
 - 3.1.2 The individual will be placed in another position within the District.
 - 3.1.3 The individual will be laid off according to the provision of this policy.
- 3.2 The reassignment or layoff will be in accordance with the individual's order on the priority list and in terms of the provisions of this policy. An educator who does not have the proper certification cannot replace a professional educator who has the proper certification. Educators who do not have the proper certification will not be moved from secondary to elementary positions or from elementary to secondary positions.

3.3 The District may provide an interest free loan to assist in obtaining the certification or endorsement. Before the loan is finalized an agreement will be reached on a payback schedule for the loan. The payback may be handled through payroll deduction. In the event that more than one year is provided for the obtaining of the required certification it will be necessary for the person to earn the fractional part of the total requirement each year of the extension. For example, if three (3) years is allowed to obtain the needed certification, the educator is required to earn twelve (12) semester hours to obtain certification, the educator would be required to accumulate no less than four semester hours before the beginning of the second year of authorization and eight (8) semester hours before the beginning of the third year of the authorization to continue the authorization. Failure to do so will result in the termination of the educator. Thirty (30) calendar days advance notice will be given if termination is to be effected.

3.4 In the event there are more educator lay-offs than there are vacancies created in other programs, the remaining educators will be considered in accordance with the provisions of this policy.

4.0 PROCEDURE FOR RECALL AFTER A REDUCTION IN FORCE

4.1 In the event of a recall, the laid-off educators will be notified by phone as their turn comes. It is the responsibility of each educator to notify the Human Resources office of any change of address, or phone number. In the event that the educator cannot be reached by phone, a registered or certified letter shall be sent to his last known address. Any educator so notified shall respond within five (5) working days from the receipt of notice that he accepts or rejects the offered position. If a position is offered to an educator and the educator rejects the offered position, he shall be considered to have resigned from the employ of the District and all benefits shall cease at that time.

4.2 All benefits to which the educator was entitled to at the time of his layoff, including but not limited to unused accumulated sick leave and credits toward sabbatical eligibility, will be restored upon the educator's return to active employment. The educator will be placed on the proper step of the salary schedule which corresponds to the educator's experience and education in accordance with negotiated agreement and District policy.

5.0 BENEFITS FOR LAID-OFF EMPLOYEES

5.1 It is understood and agreed that although educators properly laid-off, according to the terms of this policy and in compliance with existing law, may not have a continuing contract guaranteeing them a teaching position and a salary for the forthcoming school year. Each laid-off educator shall be considered to have employment status with the District for the purposes of priority, insurance, and other fringe benefits as provided below.

- 5.1.1 The Board shall pay the ~~full~~ cost of the current health and life insurance benefit program with accompanying monthly premium co-pays paid by the educator, where applicable, for all educators on layoff for six months, beginning the day on which the layoff is effective or the first day of the new school year, whichever is later. The insurance benefits will be terminated on the day the educator accepts the new employment. If an educator was receiving only part of the cost from the District at the time of lay-off, that amount would be paid during the above described period.
- 5.1.2 A laid-off educator shall be considered to have employment status with the District until he/she submits a written resignation, fails to respond within five (5) working days of an offered recall as provided in this policy, or two (2) years have transpired since the lay-off.

6.0 DEFINITIONS

- 6.1 Employee's Address and Phone Number: The employee's address and phone number, as they appear on the ~~personnel~~ Human Resource office's records, shall be used in connection with layoffs, recall, or other notices to the educator. It shall be the responsibility of each educator to notify the Human Resource office of any change of address or phone number.
- 6.2 General Lay-off: A reduction of in force in all areas of the District.
- 6.3 Lay-off of Specific Program: A reduction in force because a program or area is:
- 6.3.1 No longer funded by the State or Federal agencies for which no other source of funding is available.
 - 6.3.2 Eliminated because of insufficient student enrollment based on District guidelines of teacher/student ratios and other appropriate statistical information.
 - 6.3.3 Consolidated or discontinued.
- 6.4 Part Time Assignments: When an employee's assignment is less than the regular full time contract, ~~except a contract substitute teacher assignment~~.
- 6.5 Recall or Call Back: A system of rehiring educators within the provision of this policy when a reduction in force is no longer necessary.

Board Approved: July 8, 1986

Negotiated Revision: July 8, 1997

Negotiated Revision: May 8, 2006

Board Reviewed: December 2008

Negotiated Revision: May 24, 2011

**This policy will be renegotiated for the 2011-2012 school year. A committee will study this policy for the upcoming year.

Alpine School District
 Teachers' Salary Schedule
 Fiscal Year 2014-15

Step	Lane I B.S. Degree	Lane II B.S. Degree +20 Sem. Hrs.	Lane III B.S. Degree +37 Sem. Hrs.	Lane IV B.S. Degree +50 Sem. Hrs.**	Lane V B.S. Degree +70 Sem. Hrs.**	Lane VI M.S. Degree	Lane VII M.S. Degree +20 Sem. Hrs.	Lane VIII M.S. Degree +37 Sem. Hrs.	Lane IX Ph.D. Degree								
1	1.06655	32,661	1.08334	33,175	1.10023	33,692	1.11738	34,218	1.11738	34,218	1.12596	34,480	1.13454	34,743	1.14312	35,006	
2	1.09013	33,383	1.11277	34,076	1.13266	34,685	1.15840	35,474	1.15840	35,474	1.17555	35,999	1.19271	36,524	1.20987	37,050	
3	1.11372	34,105	1.14218	34,977	1.16509	35,679	1.19941	36,730	1.19941	36,730	1.22515	37,518	1.25088	38,306	1.27662	39,094	
4	1.13737	34,830	1.17169	35,881	1.19752	36,672	1.24042	37,985	1.24042	37,985	1.27474	39,036	1.30915	40,090	1.34347	41,141	
5	1.18037	36,146	1.21468	37,197	1.24042	37,985	1.28332	39,299	1.28332	39,299	1.31773	40,353	1.35205	41,404	1.40353	42,980	
6	1.22326	37,460	1.26616	38,774	1.30058	39,828	1.35205	41,404	1.35205	41,404	1.38637	42,455	1.42079	43,509	1.47226	45,085	
7	1.28332	39,299	1.32631	40,616	1.36063	41,667	1.41221	43,246	1.41221	43,246	1.44652	44,297	1.48084	45,348	1.53242	46,927	
8	1.34347	41,141	1.38637	42,455	1.42079	43,509	1.47226	45,085	1.47226	45,085	1.50658	46,136	1.54100	47,190	1.59247	48,766	
9	1.40353	42,980	1.44652	44,297	1.48084	45,348	1.53242	46,927	1.53242	46,927	1.56673	47,978	1.60105	49,029	1.65263	50,608	
10	1.46368	44,822	1.50658	46,136	1.54100	47,190	1.59247	48,766	1.59247	48,766	1.62685	49,819	1.66121	50,871	1.71268	52,447	
11	1.52374	46,661	1.56673	47,978	1.60105	49,029	1.65263	50,608	1.65263	50,608	1.68694	51,659	1.72126	52,710	1.77280	54,288	
12	1.58389	48,503	1.66978	51,134	1.68694	51,659	1.73849	53,238	1.73849	53,238	1.77280	54,288	1.80712	55,339	1.85870	56,919	
15					1.77280	54,288	1.82431	55,866	1.82431	55,866	1.85870	56,919	1.89301	57,970	1.94449	59,546	
18					1.87585	57,444	1.91017	58,495	1.91017	58,495	1.94449	59,546	1.97891	60,600	2.03038	62,176	
21							1.99606	61,125	1.99606	61,125	2.03038	62,176	2.06470	63,227	2.11627	64,807	
24								2.10910	64,587	2.10910	64,587	2.12625	65,112	2.16057	66,163	2.21215	67,743
27									2.19824	67,317		2.23266	68,371	2.26697	69,421	2.31845	70,998

Salary Schedule Base \$ 30,623

The salary schedule base for the 2014-15 year is increased by 1% over the 2013-14 base.

**Hours must be pre-approved. Refer to policy 4032 for qualification requirements

Summer School Rate	2013	2014	2015
	31.46	31.77	32.09