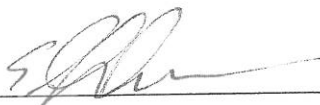


CESPA And Canyons School District Tentative Agreements

1. Compensation:
 - a. Step increase.
 - b. 1% COLA increase to Step 6
 - c. 1% across the board COLA increase.
 - d. Health insurance premium-no increase between July 2013 and December 2013, but its too early to commit to calendar year 2014. We need to wait until later this fall and see what the insurance committee recommends.
2. Tentatively agreed to updated POLICY--GDF--SUPPORT STAFF HIRING (attached as Appendix A)
3. Tentatively agreed to updated POLICY--GDCM--LEAVE OF ABSENCE (1 YR. SUPPORT STAFF) (Attached as Appendix B)
4. Tentatively agreed to updated POLICY--EEAC--BUS SCHEDULING AND ROUTING (Attached as Appendix C)
5. We tentatively agreed to bid all bus routes greater than 20 Hours.
6. We tentatively agreed to conduct an overtime audit District-wide.
7. We tentatively agreed to commission a Job Study over the next two years.
8. Per a separate agreement we have tentatively agreed to the following:
 - a. That we will negotiate with CESPA on the following list of policies: GDCH, EEAC, GBGBB, GDCL, GBKA, GDCM, GDCB, HC, HCA, GDBD, GBGBA, GDQA, GDCG, GDCA, GDKA. This is a list of the policies which we currently on which we currently negotiate with CESPA.
 - b. That we are no longer bound by any agreement made with Jordan School District.
 - c. The we will negotiate with them the definition of "contract" and "non-contract" Educational Support Professional ("ESP") employees.
 - d. Before making changes to policy GDQD, the Board of Education of the Canyons School District will appoint a task force to review and advise the Board on proposed changes to that policy.

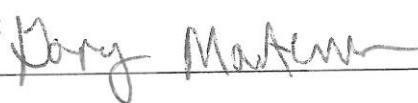
CANYONS SCHOOL DISTRICT BOARD OF EDUCATION

By:  _____

Title: Chief of Staff

Date: August 13, 2013

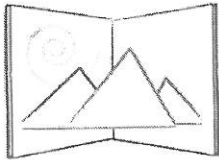
CANYONS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

By:  _____

Title: Cespa Pres

Date: 8/14/13

Appendix A



SECTION G: POLICY—GDF—SUPPORT STAFF HIRING

<i>DISTRICT CODE:</i> GDF	<i>ADOPTED:</i> 7.10.07
<i>RESCINDS:</i> DP307	<i>ADOPTED:</i> 7.10.07

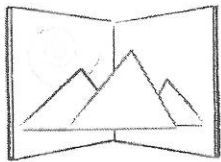
BOARD POLICY

1. The Board is committed to see that Canyons District is an equal opportunity employer and schools and departments are staffed with the best qualified candidates available, that staff selection, promotion and salary placement practices comply with state and federal laws, and that the selection, placement and supervision of employees are free from discrimination, favoritism, or other unethical practices. All personnel who do not require state teacher or administrative/supervisory licensure are designated as support staff/Educational Support Professional (ESP) employees. The Board delegates to the District Administration the responsibility for screening and selecting all ESP employees. Those selected will be submitted for Board approval. This policy on support staff hiring, promotions, and salary placement shall apply to all support staff/ESP employees.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

<i>DISTRICT CODE:</i> GDF-R	<i>APPROVED:</i> 7.10.07
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ADMINISTRATIVE REGULATION—GDF—R

1. All support staff/Educational Support Professional (ESP) employment in the District is contingent upon approval by the Board. Support staff hiring, promotion and salary placement for time and full-time ESP employees shall be conducted according to the following administrative regulations.
2. Nepotism
 - 2.1. No one with supervisory responsibility shall be involved in the appointment, hiring process or recommend for hire any relative. For purposes of this section, "relative" means a family member including parent, grandparent, spouse, child, sibling, uncle, aunt, nephew, niece, first cousin or any corresponding in-law, step, adoptive relative, or anyone residing on a permanent basis in the supervisor's home.
 - 2.2. No employee shall be directly supervised or evaluated by a relative. Relatives as described in 2.1 should not be employed under the same immediate supervisor whenever possible.



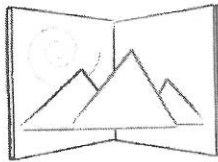
CANYONS School District

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*POLICY IN MORATORIUM
UNDER REVIEW*

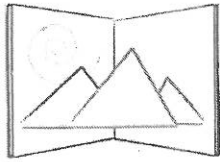
CANYONS SCHOOL DISTRICT POLICY MANUAL

- 2.3. Employees hired prior to adoption of this policy are exempt from this guideline except when the proximity of relatives is found to be creating problems.
 - 2.4. The hiring of relatives is also prohibited if it results in a conflict of interest with vendors of the District.
 - 2.5. Hiring practices for designated part-time positions such as sweepers, community school staff members, etc., shall adhere to 2.1 except that recruitment, screening and interviewing may be initiated and completed at local schools or departments.
 - 2.6. In the event of a lack of candidates, a need for specialized skills or unique circumstances, the restriction against hiring relatives may be waived in the best interest of the District upon recommendation of the Superintendent or designated administrator or director.
 - 2.7. When other qualified candidates have not applied, task assignments of short duration (generally less than sixty (60) working days) may be exempt from these guidelines.
3. Interview Team
 - 3.1. An interview team shall be established for all non-administrative, contracted ESP job openings or positions except for designated part-time positions such as hourly assistants, sweepers, community school staff members, etc. The team will consist of at least the following: The department director or immediate supervisor and one designated representative from Human Resources or a designee assigned by the director of the hiring department.
4. Selection and Placement of Entry Level Personnel
 - 4.1. All job applicants shall be required to complete an employment application in its entirety. Failure to complete any portion of the application may disqualify the applicant from employment consideration.
 - 4.2. Application forms furnished by the District shall be renewed annually through the Human Resources Department.
 - 4.3. Consideration of qualifications shall be determined by job description.
 - 4.4. All candidates' applicant screening forms, interview screening forms, reference check form and hire form must be approved by Human Resources prior to any job offer being made.
 - 4.5. New contracted ESP employees will be placed on the beginning step of the appropriate lane of the salary schedule unless it is determined that a higher initial step placement is necessary to attract and retain qualified employees. Any salary adjustment must be approved by the Director of Human Resources. Part-time employees will be placed on the appropriate level step when employed full time. Employees who work full-time for two or more consecutive summers (a minimum of six months) will be granted one additional step on the salary schedule if hired full time thereafter.



**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

- 4.6. Former full-time District employees who are rehired may be granted full credit on the salary schedule for previous contract experience with the district. Former part-time district employees who are rehired may be granted full credit on the salary schedule for previous experience.
 - 4.7. Employees who have retired and are then rehired will be placed up to Step 3 Lane B.
 - 4.8. Salary lane movement will be based upon the above guidelines and the date the employee was hired in the district. Any person hired between July 1 and December 31 will receive one full year's experience the following July 1. Anyone hired between January 1 and June 30 will not receive experience credit for the first months of service up to July 1.
5. Selection and Promotion of Personnel
 - 5.1. The public shall be notified of all full-time vacancies at least five (5) days prior to the application closing date. Notification shall be made with postings on the Canyons District Web site, www.canyonsdistrict.org.
 - 5.2. Promotion shall mean reassignment to a job which is located on a higher lane of the salary schedule than the lane from which the employee is currently paid.
 - 5.3. All employees may apply for promotion to a position which is posted as a vacancy. Qualifications being equal, District employees will receive first consideration.
 - 5.4. Probation reports and negative evaluations older than five (5) years with no subsequent violation, as defined by Policy—GDQD—Termination of Support Staff (ESP), shall not be considered in employee eligibility for promotion or transfer.
 6. Temporary Assignments/Promotion
 - 6.1. On a short-term, temporary basis, it may be necessary for one ESP employee to substitute for another ESP employee who is assigned to a higher lane on the ESP Master Salary Schedule. Under such circumstances, many responsibilities normally required in the higher position may not be required or accomplished by those in temporary assignments. While it is neither necessary nor realistic to give equal compensation for such short-term appointments, the following salary adjustments will be provided:
 - 6.1.1. When a temporary assignment/promotion is necessitated by the extended illness, injury, or short term leave of an employee, beginning on the sixth consecutive working day of the temporary assignment, the promoted employee shall be paid on step one (1) of the higher lane or at \$5 per day, whichever is higher.
 7. Voluntary Transfers



**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

- 7.1. Any contract ESP employee wishing to transfer to an open position will submit their application through the electronic application process established by the Department of Human Resources.

EXHIBITS

None

REFERENCES

None

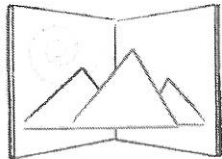
FORMS

None

CANYONS BOARD OF EDUCATION

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Appendix B



SECTION G: POLICY—GDCM—LEAVE OF ABSENCE (1 YR. SUPPORT STAFF)

<i>DISTRICT CODE:</i> GDCM	<i>ADOPTED:</i> 6.12.07 (NEG)
<i>RESCINDS:</i> DP336B NEG	<i>ADOPTED:</i> 6.12.07

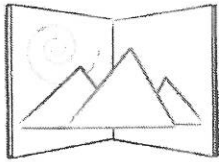
BOARD POLICY

1. The Board recognizes that there are times when it would be in the District's best interest to grant an employee's request for a year's leave of absence. A leave of absence of up to one (1) year may be granted upon recommendation of the employee's supervisor, approval by the Human Resources Department and the Superintendent or the Superintendent's designee.
2. The Board delegates to the Superintendent and the Superintendent's designee or appointed administrative staff the discretion to grant or deny a request for a leave of absence.
 - 2.1. Granting a leave of absence is for purposes and occasions in which the appointed staff determines such a leave would be a direct and identifiable benefit to the District.
 - 2.2. The direct and identifiable benefit shall be enumerated in the principal or director's written recommendation for a request for a leave of absence.
3. Each request for a leave of absence shall be reviewed as an individual matter. A leave of absence is based on needs and circumstances of the District and is not solely on the merits of an applicant. For this reason, individual requests for a leave of absence may or may not create a precedent or standard for other requests. As a result, a grant or denial for a leave of absence is not cause for filing a formal or informal grievance.
4. The Board of Education authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

<i>DISTRICT CODE:</i> GDCM-R	<i>APPROVED:</i> 6.12.07
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ADMINISTRATIVE REGULATION—GDCM—R

1. Requests for a leave of absence must be submitted on the Request for Leave of Absence form to the principal or director at least thirty (30) days prior to the date of the anticipated leave. All designated information must be provided on the district leave of absence form. The leave cannot extend beyond one (1) year from the day the leave was granted.
2. Employees will not receive salary or fringe benefits while on leave of absence. Health



and accident insurance may be purchased through the district under the COBRA option. The cost will be 102 percent of the established premium rate.

3. The principal or director will recommend approval of the request and submit in writing both his/her recommendation and the employee's request to the Human Resources Department for District approval.
4. The employee will be notified in writing of approval of the leave. The employee will notify the District in writing 30 days prior to the date he/she intends to return. The employee will be placed in the first available position for which he/she is qualified and certificated and shall be paid at the level appropriate to that position without loss of seniority and benefits. An employee returning from a leave will be placed back into an equal position to which he/she was assigned prior to the leave as soon as a position becomes available.
5. Transportation employees returning from a one-year leave of absence may be placed on the substitute driver list and then bid on the first available position for which he/she is qualified consistent with District Policy—EEAC—Bus Scheduling and Routing.
6. This leave shall not apply to provisional employees unless for recuperative purposes for illness or injury.
7. This leave will not be granted in successive years except for illness or injury.
8. This leave does not provide experience credit for salary placement.

EXHIBITS

None

REFERENCES

None

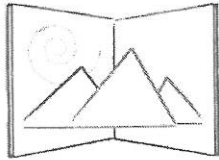
FORMS

None

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Appendix C



SECTION E: POLICY—EEAC—BUS SCHEDULING AND ROUTING

	<i>DISTRICT CODE:</i> EEAC	<i>ADOPTED:</i> 6.12.07 (NEG)
	<i>RESCINDS:</i> DA168 NEG	<i>ADOPTED:</i> 6.12.07

BOARD POLICY

1. The Board recognizes the value of having a clearly defined statement relative to assignment of bus drivers, and delegates to the Administration the responsibility to administer the following bus driver assignment policy.

	<i>DISTRICT CODE:</i> EEAC—R	<i>APPROVED:</i> 6.12.07
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ADMINISTRATIVE REGULATION—EEAC—R: (Administrative Delegation)

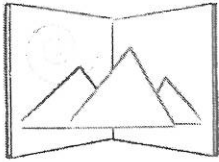
The Administration delegates the responsibility for assignment of bus drivers to the Director of Transportation who shall perform such responsibilities consistent with the following regulations and requirements:

1. Each driver shall have a valid Commercial Drivers License (CDL) with proper endorsements. Drivers shall receive a \$25 reimbursement for CDL renewal.
2. Each driver shall provide the Director of Transportation with a doctor's statement that the driver has passed a physical examination and is physically fit to assume the full responsibilities of a bus driver.
3. The Board shall pay \$50 every other year of employment to each driver for a physical examination by a qualified physician. Each driver will be responsible for making his/her own arrangements for this physical examination.

	<i>DISTRICT CODE:</i> EEAC—R-1	<i>APPROVED:</i> 6.12.07
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ADMINISTRATIVE REGULATION—EEAC—R-1: (Regular Routes, Regular Program Runs, Year Round)

1. Regular Bus Routes - A.M. and P.M.
 - 1.1. All bus drivers and bus attendants employed by the District will be assigned a regular morning and afternoon route by the Director of Transportation. Changes in assignments will be made at the beginning of each school year insofar as possible.
 - 1.2. When vacancies occur on established routes, new routes, kindergarten routes, year-round school routes, or special education routes, this information will be posted for five (5) working days at the Transportation Office. Drivers or attendants may sign up for those runs based on seniority and qualifications.



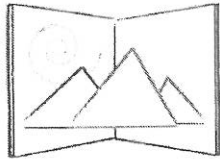
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Once the vacancy has been filled, other drivers or attendants may request assignment to the subsequent vacancy. If any created vacancy requires 30 or more hours of work per week, the position must be opened for bid. Any other subsequent vacancies shall be listed and distributed to contract drivers who may review and request in writing to the Director of Transportation. All others will be appointed by the Director of Transportation based on qualifications.

- 1.2.1. Applicants may have one reassignment per fiscal year for any purpose. Additional reassignments are allowed if the reassignment will give the applicant additional hours.
 - 1.2.2. Drivers will be assigned to regular kindergarten routes, and will be paid at their regular rate of pay for a minimum of two hours or actual time above the two hours regardless of the number of routes served.
 - 1.2.3. Rescheduling of routes may alter time requirements from year to year.
 - 1.2.4. No assignment will be made which creates excessive deadheading. Excessive deadheading shall be defined as "greater than allowed on regular bus runs."
 - 1.2.5. Drivers cannot trade assignments.
 - 1.2.6. Unique circumstances may require the director to reassign drivers or attendants without regard to seniority when it is necessary to meet special district or employee needs which are reasonable and not arbitrary.
 - 1.3. If a driver or attendant requests assignment to a bus run away from the areas in which he/she lives, he/she must furnish his/her own transportation to the point where the bus for that route is regularly stored. There will be no "deadheading" of buses out of regularly assigned areas for the convenience of the drivers or attendants.
2. Regular Program Runs
 - 2.1. Regular contract drivers work 4 hours per day. Drivers will be paid at the regular rate of pay on quarter-hour increments for time worked beyond the 4 hours. Some bus runs may not require the services of a driver for a normal 4 hour day. As few drivers as possible shall be hired for less than a regular contract. These drivers shall be paid the regular contract hourly rate. If a contract driver is assigned to these runs, other work may be required to fulfill the hourly requirements of a contract bus driver.
 - 2.2. Drivers hired before May 22, 2007, who had a 4-1/2 hour contract may keep the 4-1/2 hour contract if a higher contract is not offered in a successive year. If a contract greater than 4-1/2 hours is offered and not accepted by the driver, the District is no longer obligated to provide a 4-1/2 hour contract minimum.
3. Year-round Program Runs
 - 3.1. Year-round school drivers shall be paid the same as regular program run drivers



as in 1.1 above.

- 3.1.1. On days when only year-round schools are in session, drivers shall be paid a minimum of two hours for the A.M. run and two hours for the P.M. run. Actual time will be paid for any additional time worked. Actual time will be paid for any additional school served. If a second school is served, regulation 1.22 will apply.

DISTRICT CODE:
EEAC—R-2

APPROVED:
6.12.07

ADMINISTRATIVE REGULATION—EEAC—R-2: (Driver Compensation)

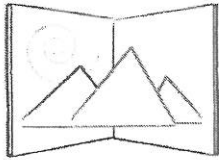
- 1. Drivers shall be paid as follows:
 - 1.1. Driving time, other than field trips and activity runs, shall be paid at the driver's established hourly rate.
 - 1.2. Payment for field trip/activity runs shall be based on actual driving time and layover time plus a one-half hour allowance for inspecting, cleaning and fueling the bus.
 - 1.3. The hourly rate of pay for field trip/activity runs shall be equal to 100 percent of Lane 5, Step 3.
 - 1.4. The hourly rate of pay for substitute bus drivers shall be equal to 100 percent of Lane 5, Step 1.
- 2. Drivers shall be compensated according to the Standards for Utah School Buses and Operations Manual for time required for pre- or post-trip and for time spent servicing and fueling vehicles.

DISTRICT CODE:
EEAC—R-3

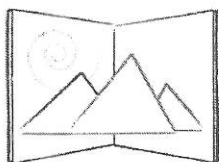
APPROVED:
6.12.07

ADMINISTRATIVE REGULATION—EEAC—R-3: (Field Trips and Activity Runs)

- 1. Driver assignments
 - 1.1. Drivers interested in driving for field trips and activity runs shall notify the Director of Transportation or designee.
 - 1.2. A list of interested drivers shall be compiled in the order of Department seniority.
 - 1.3. Except in unusual circumstances, drivers shall not be assigned to field trip/activity runs which would require them to exceed a 40-hour work week during the traditional calendar year. All overtime must be authorized by the Director of Transportation.
 - 1.4. As far as possible, field trip/activity run assignments shall not interfere with regular route assignments.
 - 1.5. Available field trips and activity runs shall be posted in the Transportation Office two weeks in advance or for as many days as possible if two weeks of notification is not received.
 - 1.5.1. Field trip/activity run requests received within three to seven (3-7)



- working days notice shall be assigned consistent with field trip bidding assignments and procedures.
- 1.5.2. The Director of Transportation, at his or her own discretion is authorized to declare a field trip request (as listed in 1.5.1) with three to seven (3-7) days notice as an "emergency" and exempt from this guideline.
 - 1.5.3. Field trip/activity run requests received within less than three working days are considered "emergencies" and are exempted from this guideline.
- 1.6. Interested drivers may indicate their interest by being present or by submitting the proper form (supplied by the Transportation Department) prior to sign-ups (only work related absences qualify) at the driver's seniority list sign-up or, if the driver is absent due to a work-related assignment he/she may submit the proper form supplied by the Transportation Department. Forms must be submitted to the Transportation Department prior to sign-ups and will be assigned by the driver seniority list.
 - 1.7. Field trip/activity run assignments shall be posted. Drivers shall bid based on the driver's available hours within the 40-hour work week, seniority, and preference, in that order. The same driver may be assigned to field trip/activity runs that extend over multiple days. (Drivers will not be penalized for extra time beyond what was posted or assigned.)
 - 1.8. The field trip bid process will be on a rotation order beginning with the senior driver present or by submitted form. Each driver will be allowed to sign up for one available trip at a time. After a driver makes his/her first choice, the next driver in seniority will follow the same procedure until everyone present or those by submitted form has had a chance to choose one field trip. Once everyone present or those by submitted form has had a chance to choose one field trip from the posted list, the process begins again with the senior driver present or those by submitted form, making his/her second choice. The process continues until drivers are no longer present or have submitted a form. After sign-ups, call the field trip office for additional sign-ups until 5:00 p.m. on the bidding day.
 - 1.9. Substitute drivers shall not be assigned to field trip/activity runs until all interested regular drivers with available hours have been assigned.
 - 1.10. Drivers are responsible to pick up their field trip/activity run assignments from the office. Assignments which have not been picked up by Thursday of each week shall be reassigned to another available driver.
 - 1.11. Drivers who decline an assigned field trip/activity run shall wait in rotation for the next available assignment the same as if they had taken the first trip assigned.
2. The Director of Transportation has authority to deviate from the assignment



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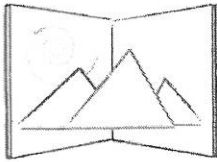
regulations listed in item EEAC—R-3 (1) under the following circumstances:

- 2.1. The field trip/activity run requires more than 15 buses.
 - 2.2. The field trip/activity run covers hazardous terrain.
 - 2.3. The field trip/activity run request was received on short notice (same day).
 - 2.4. The field trip/activity run is extended in time and/or distance.
 - 2.5. An unexpected need for bus service must be met.
 - 2.6. An emergency school closure or evacuation is underway.
 - 2.7. A community emergency is underway.
 - 2.8. Other compelling reason.
3. In general, regular route assignments shall take precedence over field trip/activity run assignments. However, if the Director of Transportation assigns a driver to a field trip/activity run during regular route time, the driver shall be paid at the regular rate of pay for the regular route hours and at the field trip/activity run rate of pay for any additional hours required.
 4. To determine the distinction between Monday-Friday drivers and Weekend/Holiday drivers, the following shall apply:
 - 4.1. Monday-Friday: Drivers shall be paid for actual time spent on field trip/activity runs plus one-half hour for cleaning and fueling the bus. If the field trip/activity run is cancelled while the driver is on duty or the trip assignment is one-way (either to or from an event), drivers shall be paid for a minimum of two hours with the one-half hour allowance for inspecting, cleaning and fueling the bus included as part of the minimum. The additional costs will be charged to the school or department that cancels the activity.
 - 4.2. Weekend/Holidays: If the school fails to cancel the field trip, the driver shall be paid actual time up to four (4) hours. If the field trip is scheduled longer than four (4) hours, the driver will receive a minimum of four (4) hours. The additional costs will be charged to the school or department that cancels the activity.
 5. If the field trip/activity run is not completed on time and a substitute must be assigned to the driver's regular route, the school shall pay a minimum of two additional hours to cover substitute costs.
 6. Upon arrival at the field trip/activity run destination, drivers shall secure the bus and remain accessible to the group unless otherwise instructed by the administrator in charge.
 7. The school administration shall assure that one or more responsible, adult supervisors is aboard each bus that is on a field trip/activity run.
 8. Drivers shall make every effort to assure safety and shall follow established procedures for student discipline. (See District Policy-EEAEC—Student Conduct on Buses (Discipline)).

DISTRICT CODE:
EEAC—R-4

APPROVED:
6.12.07

ADMINISTRATIVE REGULATION—EEAC—R-4: (Assignment of Bus Attendants)



1. Regular contract bus attendants work four hours per day. Bus attendants will be paid at the regular rate of pay on quarter hour increments for time worked beyond the four hours.
2. If a bus run does not require the services of a bus attendant for a normal 4-hour day, the bus attendants will be a temporary at-will substitute bus attendant for actual hours worked.

EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

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Agreement

The Board of Education of the Canyons School District and Canyons Educational Support Professionals Association are engaged in negotiations for the 2013-2014 academic year. To assist with this year's negotiation and future negotiations, the two parties agree that the following constitute negotiable topics for the purposes of negotiations between the Board of Education of the Canyons School District and Canyons Educational Support Professionals Association:

(1) Canyons School District Policy HCA – Scope of Negotiations – Policies (ESP), a negotiated policy adopted on June 21, 2011, provides a list of policies that remained as negotiated policies after June 21, 2011, including: GDCH, EEAC, GBGBB, GDCL, GBKA, GDCM, GDCB, HC, HCA, GDBD, GBGBA, GDQA, GDCG, GDCA and GDKA).

(2) Agreements entered into between the Board of Education of the Canyons School District and Canyons Educational Support Professionals Association. All prior agreements between Canyons Educational Support Professionals Association or the Jordan Educational Support Professionals Association and the Board of Education of the Jordan School District are not binding on the Board of Education of the Canyons School District.

(3) Definition of "contract" and "non-contract" Educational Support Professional ("ESP") employees.

(4) Before making changes to policy GDQD, the Board of Education of the Canyons School District will appoint a task force to review and advise the Board on proposed changes to that policy. If the Board decides to consider changes to policy GDQD, a task force of seven individuals will be created. Canyons Educational Support Professionals Association will have authority to submit a list of nominees to the task force from which the Board will appoint at least three of the nominees

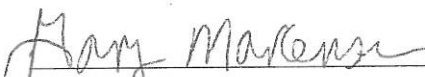
CANYONS SCHOOL DISTRICT BOARD OF EDUCATION

By: 

Title: Chief of Staff

Date: August 13, 2013

CANYONS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

By: 

Title: Gen Pa Pres

Date: 8/14/13