

**Canyons Education Association  
Canyons School District  
2016-17**

**Canyons Education Association's Negotiations Team**

Laura Arnold	Jordan UniServ Director
Erika Bradshaw	Teacher—Mt. Jordan Middle
Jessica Dunn	Jordan UniServ Director
Mallory Record	Teacher—Jordan High School
Dan Rozanas	Teacher—Alta High School

**Canyons School District Board of Education's Negotiations Team**

Dr. James Briscoe	Superintendent
Stephen Dimond	Human Resources Director
Charles Evans	Director External Affairs
Daniel Harper	Director of Legal Services
Leon Wilcox	Business Administrator

**Canyons School District Board of Education**

Sherril H. Taylor	President—District 6
Steven Wrigley	1 <sup>st</sup> Vice President—District 5
Nancy Tingey	2 <sup>nd</sup> Vice President—District 3
Clareen Arnold	District 4
Robert Green	District 1
Chad Iverson	District 7
Amber Shill	District 2

**Proposed Ground Rules  
2016-17**


In keeping with its belief that established ground rules assist the cooperative and productive progress of negotiations, CEA proposes the following:

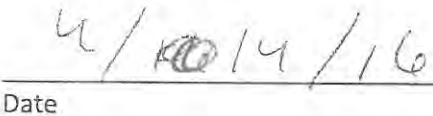
1. The parties will schedule bargaining sessions on a regular basis as long as productive negotiations are continuing.
2. The District will pay the cost of substitute teachers during negotiations.
3. During the first meeting, arrangements for locations for future sessions will mutually be agreed upon by the Canyons Education Association and Canyons School District.
4. When the District and CEA reach consensus on issues, they shall be written and signed by both parties as tentative agreements.
5. All agreements, if any, reached during negotiations shall be considered tentative until final agreement has been reached on the entire package. Tentative agreements will be signed and dated.
6. The complete negotiations package must be ratified by the CEA membership and the Board of Education in order to be considered a final agreement. The provisions of such

agreements shall not be released to the press until they have been so ratified, at which time a joint press release might be considered.

7. All press releases during negotiations will be joint releases unless impasse is declared by either party. CEA and the Board of Education will regularly communicate with their membership regarding the negotiations process.
8. Current contract and negotiated agreements will remain in place until a new contract is ratified by both parties.
9. All efforts will be made to bargain in good faith. However, if impasse is declared, the procedures outlined in Canyons District Policy HC and the Utah Dispute Resolution Act shall be followed.
10. Minutes will be taken by either or both parties. However, minutes are working notes for the teams' purposes only and not an official record of negotiations sessions.
11. Negotiated agreements will be posted online within ten (10) working days of the ratification of the Board of Education.

  
\_\_\_\_\_  
For Canyons School District

  
\_\_\_\_\_  
For Canyons Education Association

  
\_\_\_\_\_  
Date

# **Financial Considerations**

**Negotiations  
Contract Year 2016-17**

**Proposal**

CEA proposes a 3% COLA increase for certificated employees.

**Rationale**

The Utah legislature approved an increase to education funding and educators. Certificated employees should receive an increase to keep up with national inflation.

**Tentative Agreement Between  
Canyons School District &  
Canyons Education Association**

Date:

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
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**Negotiations  
Contract Year 2016-17**

**Proposal**

CEA proposes that the District shall fund steps and lanes for the 2016-17 school year.

**Rationale**

While we recognize the cost associated with this proposal, we believe that Canyons School District can fund these for the 2016-17 school year. We support CSD's expectation that lanes and steps will be funded each year.

We also believe the funding of the Lanes and Steps helps mitigate and reduce teacher turn-over. While the turn-over savings may be not be as high as in past years, there continues to be some savings.

**Tentative Agreement Between  
Canyons School District &  
Canyons Education Association**

Date: 4/14/16

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

**Negotiations**  
**Contract Year 2016-17**

**Proposal**

CEA and CSD agree that the \$4200 Educator Salary Adjustment (Shown on the Salary Schedule) is not to be withheld from educators on CTESS probationary status.

Educators who remediate successfully will have their step adjustment prorated at the date of removal from probationary status.

**Rationale**

Under the Legislative intent by Sen. Osmond in the implementation of the Public Education Human Resources Act (Utah Code 53A-8a-501-506), the penalty was to have educators who were "unsatisfactory" in their evaluations lose their step increase. This amount was not to be included and was stated by Sen. Osmond in a letter.

Tentative Agreement Between  
Canyons School District &  
Canyons Education Association

Date: 4/19/16

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

**Negotiations**  
**Contract Year 2016-17**

**Proposal**

CEA agrees with the recommendations of the CSD Insurance Committee for a 7% increase in health insurance premiums for the 2017 calendar year. It also agrees that the total premium increase would be shared 50/50 between employees and employer.

**Rationale**

CEA and CSD jointly are aware of the budget shortfalls in our self-insurance fund. We are both concerned about maintaining a strong health insurance plan while also meeting our fiscal responsibilities. Given budget shortfalls, and the failure of other attempts to lower costs (e.g., plan design changes, carrier changes, etc.), this increase is warranted.

A 7% increase will both help the plan and also not be higher than rates from 2013.

Traditional Plan Monthly Premiums	Year	Single	Couple	Family
	2013	177.01	284.89	483.78
	2017	172.13	277.02	470.42

**Tentative Agreement Between  
Canyons School District &  
Canyons Education Association**

Date: 4/14/16

For Canyons School District:



For Canyons Education Association



# Administrators and Certificated Rate Projections

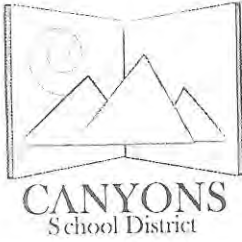
Rate Increase Projection Increase

7% split equally

	Current Employee monthly premium	Current District Monthly premium	Current Total Premium	7% increase	Employee portion	District portion	New Monthly Employee Premium	New District Monthly Premium	New total monthly premium
AETNA Select Qualified High Deductible	196.52	991.17	1,187.69	83.14	41.57	41.57	238.09	1,032.74	1,270.83
AETNA Select Qualified High Deductible	115.73	583.69	699.42	48.96	24.48	24.48	140.21	608.17	748.38
AETNA Select Qualified High Deductible	71.92	362.66	434.58	30.42	15.21	15.21	87.13	377.87	465.00
AETNA POS Qualified High Deductible	315.29	991.17	1,306.46	91.45	49.88	41.57	365.17	1,032.74	1,397.91
AETNA POS Qualified High Deductible	185.67	583.69	769.36	53.86	29.38	24.48	215.05	608.17	823.22
AETNA POS Qualified High Deductible	115.38	362.66	478.04	33.46	18.25	15.21	133.63	377.87	511.50
AETNA Select Traditional	419.07	1,047.95	1,467.02	102.69	51.35	51.35	470.42	1,099.30	1,569.71
AETNA Select Traditional	246.78	617.13	863.91	60.47	30.24	30.24	277.02	647.37	924.38
AETNA Select Traditional	153.34	383.45	536.79	37.58	18.79	18.79	172.13	402.24	574.37
AETNA POS Traditional	565.77	1,047.95	1,613.72	112.96	61.61	51.35	627.38	1,099.30	1,726.68
AETNA POS Traditional	333.17	617.13	950.30	66.52	36.28	30.24	369.45	647.37	1,016.82
AETNA POS Traditional	207.02	383.45	590.47	41.33	22.54	18.79	229.56	402.24	631.80
SelectMed Qualified High Deductible	196.52	991.17	1,187.69	83.14	41.57	41.57	238.09	1,032.74	1,270.83
SelectMed Qualified High Deductible	115.73	583.69	699.42	48.96	24.48	24.48	140.21	608.17	748.38
SelectMed Qualified High Deductible	71.92	362.66	434.58	30.42	15.21	15.21	87.13	377.87	465.00
SelectCare Plus Qualified High Deductible	315.29	991.17	1,306.46	91.45	49.88	41.57	365.17	1,032.74	1,397.91
SelectCare Plus Qualified High Deductible	185.67	583.69	769.36	53.86	29.38	24.48	215.05	608.17	823.22
SelectCare Plus Qualified High Deductible	115.38	362.66	478.04	33.46	18.25	15.21	133.63	377.87	511.50
SelectMed Traditional	419.07	1,047.95	1,467.02	102.69	51.35	51.35	470.42	1,099.30	1,569.71
SelectMed Traditional	246.78	617.13	863.91	60.47	30.24	30.24	277.02	647.37	924.38
SelectMed Traditional	153.34	383.45	536.79	37.58	18.79	18.79	172.13	402.24	574.37
SelectCare Plus Traditional	565.77	1,047.95	1,613.72	112.96	61.61	51.35	627.38	1,099.30	1,726.68
SelectCare Plus Traditional	333.17	617.13	950.30	66.52	36.28	30.24	369.45	647.37	1,016.82
SelectCare Plus Traditional	207.02	383.45	590.47	41.33	22.54	18.79	229.56	402.24	631.80

Decrement	Estimated Annual Cost Impact to Claims	% Change
Change deductible from \$500 / \$1500 to \$750 / \$2250	\$555,114	2.70%
Change OOPM from \$2500 / \$5000 to \$3000 / \$6000	\$174,113	0.80%
Change ER copay from \$100 AD to \$150 AD	\$32,774	0.20%
Remove hospital copays for inpatient and go to 20% AI	\$348,227	1.70%





# Negotiations - Licensed (Contract Year 2016-17)

## Proposal

Canyons Education Association and Canyons District Administration proposes the modification of the Licensed Salary Schedule to include steps 16-25 which recognizes longevity for service in Canyons School District. To appropriately place employees on the new salary schedule, for the 2016-17 school year, the following will occur:

1. Licensed employees will receive a step increase according to District policy.
2. Licensed employees "Years of Experience" will increase in SKYWARD according to District policy and practice.
  - o Local Years - service years in Canyons School District.
  - o Total Years - service years in education.
3. Licensed employees who are on salary step 15 will then be placed on the new salary schedule according to their "Local Years" of experience as listed in SKYWARD; i.e.
  - o If the employee's "Local Years" of experience is listed as 20, the employee will be placed on Salary Step 20 of the corresponding lane the employee is currently on.
  - o If the licensed employee's "Local Years" is less than 15, the employee will remain on step 15 of the corresponding lane that the employee is currently on. The following year the employee would then be eligible to move to step 16 if step increases occur.


## Rationale

To recognize the commitment of our educators to Canyons School District, these additional steps and compensation shows appreciation for their service.

TENTATIVE AGREEMENT  
Between  
Canyons School District  
&  
Canyons Education Association

Date:

For Canyons School District

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_ 4/21/16



# Licensed Salary Schedule-L188

(2016-2017)

HOURS REPRESENTED ON THE LANES ARE HOURS EARNED BEYOND AND AFTER BACHELOR'S DEGREE AND ORIGINAL TEACHING LICENSE

Bachelor's Plus 90 QTR/60 SEM = Lane D + \$500 - Doctorate = Lane G + \$4200 - National Board Cert + \$1000

August 19, 2016 - June 7, 2017

188 Days - Full Time 8 Hours Per Day

Step	A - Bachelor's Base Contract			B - Bachelor's + 30 Qtr or 20 Sem Base Contract		
	Base Pay*	Educator Salary Adjustment*	Base Contract**	Base Pay*	Educator Salary Adjustment*	Base Contract**
1	30,134	4,200	34,334	30,805	4,200	35,005
2	31,542	4,200	35,742	32,223	4,200	36,423
3	33,019	4,200	37,219	33,711	4,200	37,911
4	34,561	4,200	38,761	35,267	4,200	39,467
5	36,183	4,200	40,383	36,925	4,200	41,125
6	37,955	4,200	42,155	38,705	4,200	42,905
7	39,819	4,200	44,019	40,572	4,200	44,772
8	42,339	4,200	46,539	42,529	4,200	46,729
9	42,561	4,200	46,761	45,183	4,200	49,383
10	42,561	4,200	46,761	45,418	4,200	49,618
11	42,561	4,200	46,761	45,418	4,200	49,618
12	42,561	4,200	46,761	45,418	4,200	49,618
13	42,561	4,200	46,761	45,418	4,200	49,618
14	42,561	4,200	46,761	45,418	4,200	49,618
15-19	44,573	4,200	48,773	47,544	4,200	51,744
20-24	45,573	4,200	49,773	48,544	4,200	52,744
25+	46,073	4,200	50,273	49,044	4,200	53,244

Step	C - Bachelor's + 45 Qtr or 30 Sem Base Contract			D - Bachelor's + 60 Qtr or 40 Sem Base Contract		
	Base Pay*	Educator Salary Adjustment*	Base Contract**	Base Pay*	Educator Salary Adjustment*	Base Contract**
1	31,196	4,200	35,396	31,731	4,200	35,931
2	32,638	4,200	36,838	33,161	4,200	37,361
3	34,143	4,200	38,343	34,661	4,200	38,861
4	35,718	4,200	39,918	36,228	4,200	40,428
5	37,413	4,200	41,613	37,943	4,200	42,143
6	39,222	4,200	43,422	39,740	4,200	43,940
7	41,119	4,200	45,319	41,615	4,200	45,815
8	43,096	4,200	47,296	43,580	4,200	47,780
9	45,786	4,200	49,986	46,242	4,200	50,442
10	47,974	4,200	52,174	48,451	4,200	52,651
11	48,222	4,200	52,422	50,698	4,200	54,898
12	48,222	4,200	52,422	50,960	4,200	55,160
13	48,222	4,200	52,422	50,960	4,200	55,160
14	48,222	4,200	52,422	50,960	4,200	55,160
15-19	50,460	4,200	54,660	53,306	4,200	57,506
20-24	51,460	4,200	55,660	54,306	4,200	58,506
25+	51,960	4,200	56,160	54,806	4,200	59,006

Step	E - Master's Base Contract			G - Master's + 45 Qtr or 30 Sem Base Contract		
	Base Pay*	Educator Salary Adjustment*	Base Contract**	Base Pay*	Educator Salary Adjustment*	Base Contract**
1	33,338	4,200	37,538	34,840	4,200	39,040
2	34,802	4,200	39,002	36,381	4,200	40,581
3	36,332	4,200	40,532	38,057	4,200	42,257
4	38,014	4,200	42,214	39,814	4,200	44,014
5	39,769	4,200	43,969	41,641	4,200	45,841
6	41,598	4,200	45,798	43,553	4,200	47,753
7	43,504	4,200	47,704	45,551	4,200	49,751
8	45,503	4,200	49,703	47,635	4,200	51,835
9	47,774	4,200	51,974	49,812	4,200	54,012
10	49,755	4,200	53,955	52,078	4,200	56,278
11	52,020	4,200	56,220	54,450	4,200	58,650
12	55,132	4,200	59,332	57,699	4,200	61,899
13	55,415	4,200	59,615	57,996	4,200	62,196
14	55,415	4,200	59,615	57,996	4,200	62,196
15-19	57,942	4,200	62,142	60,623	4,200	64,823
20-24	58,942	4,200	63,142	61,623	4,200	65,823
25+	59,442	4,200	63,642	62,123	4,200	66,323

COLA increases only calculated on Base Pay for steps 1-19 - Steps 20-24 represents a \$1,000 Longevity Stipend - Step 25+ represents an additional \$500 Longevity Stipend

\* Base Pay and Educator Salary Adjustment (ESA) is included in all hourly, daily, and extra duty rates.

\*\*Prorated based upon # of days remaining in contract.)

**Negotiations**  
**Contract Year 2016-17**

**Proposal**

CEA proposes that full-time Kindergarten teachers who teach two sessions be allowed to submit an 8 hour time sheet for each of the following: the beginning of the school year and for preparation of Fall and Spring Student Educational Plans (SEP).

**Rationale**

Full-time Kindergarten teachers who teach two sessions often have up to sixty students for which they need to assess and prepare. These Kindergarten teachers are often coming in prior to the start of the contract year in order to prepare for their double sessions because of the amount of time required for the Kindergarten assessment appointments.

Additionally, in order to prepare SEPs, these Kindergarten teachers have significantly more student performance data to analyze and interpret. Further, the Kindergarten report card contains 42 lines of standards.

**Tentative Agreement Between  
Canyons School District &  
Canyons Education Association**

Date:

For Canyons School District:

  
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For Canyons Education Association

 4/21/16  
\_\_\_\_\_

\* *Coster - \$500 stipend payment spread over annual contract for full-time Kindergarten teachers only. (double session) Du*





# Negotiations - Licensed (Contract Year 2016-17)

## Proposal

Canyons District Administration and Canyons Education Association propose adding an additional day to teacher contracts beginning with the 2016-17 school year, from 187 days to 188 days, for the creation of a Grading Compensatory Day.

The Grading Compensatory Day will be listed on the calendar as the Saturday following the last day of ~~second~~ <sup>third</sup> quarter.

## Rationale

The District recognizes the many hours teachers work beyond their contracted time. This proposal recognizes and compensates teachers for some of these hours. CEA recognizes that this proposal will reduce any potential COLA, if any, for the 2016-17 school year.

TENTATIVE AGREEMENT  
Between  
Canyons School District  
&  
Canyons Education Association

Date:

For Canyons School District

For Canyons Education Association

4/21/16



# 188 DAY CALENDAR [K-12] (2016-2017)

4 Independence Day  
 24 Pioneer Day  
 25 PD Observed

(0) JULY '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(9) AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Labor Day  
 23 Data Day (No Students)  
 30 PTC Compensatory Day

(21) SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(19) OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20-21 Fall Recess

4 Data Day (No Students)  
 23-25 Thanksgiving Recess

(19) NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(15) DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22-30 Winter Recess

1 New Year's Day  
 2 NYD Observed  
 16 Martin Luther King Day  
 20 Data Day (No Students)

(20) JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(19) FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

10 Data Day (No Students)  
 17 PTC Compensatory Day  
 20 Presidents' Day

23 (23) MARCH '17

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(16) APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 Grading Compensatory Day  
 3-7 Spring Recess

29 Memorial Day

(22) MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(5) JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Data Day (No Students K-8)



# 188 DAY CALENDAR [TRI] (2016-2017)

4 Independence Day  
 24 Pioneer Day  
 25 PD Observed

(0) JULY '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(9) AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Labor Day  
 23 Data Day (No Students)

(21) SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(19) OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 PTC Compensatory  
 20-21 Fall Recess

23-25 Thanksgiving Recess  
 28 Data Day (No Students)

(19) NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(15) DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22-30 Winter Recess

1 New Year's Day  
 2 NYD Observed  
 16 Martin Luther King Day

(20) JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(19) FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

3 Data Day (No Students)  
 20 Presidents' Day

3 Data Day (No Students)

(23) MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(16) APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 Grading Compensatory Day  
 3-7 Spring Recess  
 28 PTC Compensatory Day

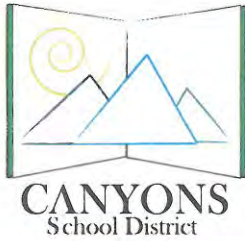
29 Memorial Day

(22) MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(5) JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Data Day (No Students K-8)

# Policy Revisions



## Negotiations - Licensed (Contract Year 2016-17)

### Proposal

Canyons District Administration proposes modifying District Policy GCG – Salary Guidelines to reflect semi-monthly pay for employees and how it will be implemented.

### Rationale

To align District policy to what was negotiated last year regarding semi-monthly pay.

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&  
Canyons Education Association

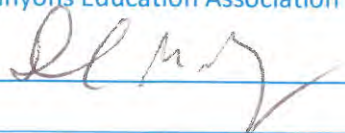
Date:

For Canyons School District



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For Canyons Education Association



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4/25/14





## Policy—GCB—Salary Guidelines

Policy Number - GCB (NEG)  
Effective - 10/28/75  
Revision - 6/10/08  
Page - 1 of 1

### I. Board Policy

It is the policy of the Board to meet with the Administration, officers of each departmental organization, and their appointed representatives in salary negotiations to establish salary schedules.

It is also the policy of the Board to pay wages and salaries that shall enable the District to secure and retain qualified personnel.

The Board delegates to the District Administration the responsibility for implementing the salary policy.

### II. Administration Policy

The salary policy shall be implemented according to the following guidelines:

#### Guidelines

#### A. Date of Payments

~~Payment of all salaries shall be made on the 25<sup>th</sup> day of each month. If the 25<sup>th</sup> falls on a weekend or on a holiday, two salary payments shall be made each month, one on the 15<sup>th</sup> and the other on the last day of the month. If the 15<sup>th</sup> or the last day of the month falls on a weekend or on a holiday, payday will be the previous working day as approved by the Board of Education preceding financial banking day of the month.~~ All approved deductions, other than those legally required, shall be made only upon the written request of the employee.

#### B. Salary Rates

District personnel shall be compensated at rates agreed upon through negotiations and published in the salary schedules for each licensed group of employees. The actual employee's salary shall be a factor of his/her percent of contract and placement on the salary schedule.

#### C. Basic Salary Schedule

A basic salary schedule shall be established for ~~certificated~~ licensed personnel. The schedule shall be based upon consideration of contract teaching experience in an accredited school and upon continued training.

#### D. Differential Allowance

Differential allowance may be paid to teachers with special assignments, ~~as recommended by the Administration and approved by the Board.~~

#### E. Placement on Salary-Step Scale

Salary schedule placement shall be determined by the number of full or part-time years of teaching experience. In cases of interrupted or part-time service, the following guidelines shall apply:

1. Effective July 1, 1996, an employee who is employed at least half-time and who actually works in any one school year a number of days equal to or greater than one-half the number of work days specified for similar contracts shall be given one-year experience credit. Employees working less than one-half the number of work days will receive no experience credit.

#### F. Equated Teaching Experience

Teaching experience in other school Districts shall be evaluated by ~~the Director of~~ Human Resources. Full-time teaching experience outside the District shall equate to full-time years of service credit; half-time teaching



## Policy—GCB—Salary Guidelines

Policy Number - GCB (NEG)  
 Effective - 10/28/75  
 Revision - 6/10/08  
 Page - 2 of 1

experience outside the District shall equate to one-half year of service credit. The District shall grant credit for outside teaching experience as follows:

<u>Teaching Experience Outside the District</u>	<u>Equivalent Years to District Teaching Experience</u>
1 to 5 years	Full Credit
6 or more years	1 equivalent for each 2 years of outside experience

A maximum of 10 years total equated credit shall be allowed except in areas of critical need when the Director of Human Resources is authorized to determine credit allowances.

G. Rehiring Retirees

~~Certificated-Licensed~~ employees who have retired and are then rehired will be placed up to Step 9 of the appropriate lane and salary schedule.

H. Military Experience

No salary step credit shall be granted to any employee for military experience except for previous employees who have left the District to enter the military service. These employees shall be granted benefits required under the reemployment rights provision of Chapter 43 of Title 38, U.S. Code.

I. Submission of Evidence

1. It shall be the responsibility of the employees to submit to the Human Resources Department documented evidence which they wish to have considered in determining their initial placement on the salary schedule.
2. For new employees to the District, only graduate hours beyond the original certificate and B.S. degree will count toward salary lane placement except under the following circumstances. For new hires, undergraduate hours taken after the original certificate and B.S. degree may be considered for salary lane placement if ~~they~~ the new hires' hours are recommended to the Local Professional Improvement Committee (LPIC) by one or more District administrators as meeting an identified District need. The recommendation, along with supporting evidence, must be submitted in writing to the LPIC no later (no later than the first week of August for teachers on year-round schedules or than the first five days week of the new hire's start date, September for teachers on traditional schedules) so the LPIC will have sufficient time to approve or deny the request, ~~prior to the issuance of the first payroll.~~
3. Credit for salary lane changes for current employees will be granted only for resident (on campus) college credit, USOE approved credit, District approved credit and LPIC approved in-service credit. These hours will be granted in accordance with Policy G.C.I.G.—Local Professional Improvement Committee.
4. Salary lane changes shall be awarded when the Human Resources Department receives proof of eligibility in the form of an official grade transcript, ~~(Internet transcripts will not be accepted).~~ Proof of eligibility must be submitted prior to the 15<sup>th</sup> of the month to be effective on the 1<sup>st</sup> of the following month. Proof of eligibility received after April 15<sup>th</sup> will be reflected on the next school years contract.

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## Policy—GCB—Salary Guidelines

Policy Number - GCB (NEG)  
Effective - 10/28/75  
Revision - 6/10/08  
Page - 3 of 1

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~~If proof of eligibility is submitted prior to the 15th of the month, the salary lane change shall be reflected on the paycheck issued in the following month.~~

J. Compensation for Substitute Teachers

A salary schedule for substitute teachers shall be established.



# Policy—GCB—Salary Guidelines

Policy Number - GCB (NEG)  
Effective - 10/28/75  
Revision - 6/10/08  
Page - 1 of 1

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## I. Board Policy

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## II. Administration Policy

The salary policy shall be implemented according to the following guidelines:

### Guidelines

#### A. Date of Payments

Two salary payments shall be made each month, one on the 15<sup>th</sup> and the other on the last day of the month. If the 15<sup>th</sup> or the last day of the month falls on a weekend or on a holiday, payday will be the preceding financial banking day of the month. All approved deductions, other than those legally required, shall be made only upon the written request of the employee.

#### B. Salary Rates

District personnel shall be compensated at rates agreed upon through negotiations and published in the salary schedules for each licensed group of employees. The actual employee's salary shall be a factor of his/her percent of contract and placement on the salary schedule.

#### C. Basic Salary Schedule

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#### D. Differential Allowance

Differential allowance may be paid to teachers with special assignments.

#### E. Placement on Salary-Step Scale

Salary schedule placement shall be determined by the number of full or part-time years of teaching experience. In cases of interrupted or part-time service, the following guidelines shall apply:

1. Effective July 1, 1996, an employee who is employed at least half-time and who actually works in any one school year a number of days equal to or greater than one-half the number of work days specified for similar contracts shall be given one-year experience credit. Employees working less than one-half the number of work days will receive no experience credit.

#### F. Equated Teaching Experience

Teaching experience in other school Districts shall be evaluated by Human Resources. Full-time teaching experience outside the District shall equate to full-time years of service credit; half-time teaching experience outside the District shall equate to one-half year of service credit. The District shall grant credit for outside teaching experience as follows:



# Policy—GCB—Salary Guidelines

Policy Number - GCB (NEG)  
 Effective - 10/28/75  
 Revision - 6/10/08  
 Page - 2 of 1

Teaching Experience  
Outside the District  
 1 to 5 years  
 6 or more years

Equivalent Years to District  
Teaching Experience  
 Full Credit  
 1 equivalent for each 2 years of  
 outside experience

A maximum of 10 years total equated credit shall be allowed except in areas of critical need when the Director of Human Resources is authorized to determine credit allowances.

G. Rehiring Retirees

Licensed employees who have retired and are then rehired will be placed up to Step 9 of the appropriate lane and salary schedule.

H. Military Experience

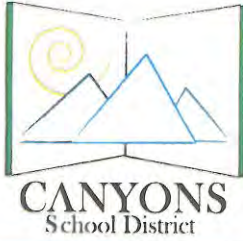
No salary step credit shall be granted to any employee for military experience except for previous employees who have left the District to enter the military service. These employees shall be granted benefits required under the reemployment rights provision of Chapter 43 of Title 38, U.S. Code.

I. Submission of Evidence

1. It shall be the responsibility of the employees to submit to the Human Resources Department documented evidence which they wish to have considered in determining their initial placement on the salary schedule.
2. For new employees to the District, only graduate hours beyond the original certificate and B.S. degree will count toward salary lane placement except under the following circumstances. For new hires, undergraduate hours taken after the original certificate and B.S. degree may be considered for salary lane placement if the new hires' hours are recommended to the Local Professional Improvement Committee (LPIC) by one or more District administrators as meeting an identified District need. The recommendation, along with supporting evidence, must be submitted in writing to the LPIC no later than the first five days of the new hire's start date, so the LPIC will have sufficient time to approve or deny the request.
3. Credit for salary lane changes for current employees will be granted only for resident (on campus) college credit, USOE approved credit, District approved credit and LPIC approved in-service credit. These hours will be granted in accordance with Policy GCIG—Local Professional Improvement Committee.
4. Salary lane changes shall be awarded when the Human Resources Department receives proof of eligibility in the form of an official transcript. Proof of eligibility must be submitted prior to the 15<sup>th</sup> of the month to be effective on the 1<sup>st</sup> of the following month. Proof of eligibility received after April 15<sup>th</sup> will be reflected on the next school years contract.

J. Compensation for Substitute Teachers

A salary schedule for substitute teachers shall be established.



## Negotiations - Licensed (Contract Year 2016-17)

### Proposal

Canyons District Administration proposes merging District Policies GBGBA Personal Security and Safety (Protection of Employees) with District Policy GBGBB-personal Security and Safety (Assault).

### Rationale

The rationale for merging these two policies was to provide one (1) policy for all District employees regarding their protection in the workplace and a reporting procedure to address incidents of verbal or physical conduct that may be abusive in the workplace. Procedural language was updated to reflect desired practice.

TENTATIVE AGREEMENT  
Between  
Canyons School District  
&  
Canyons Education Association

Date:

For Canyons School District

For Canyons Education Association



**SECTION G: POLICY—PERSONAL SECURITY AND SAFETY (PROTECTION AND ASSAULT)**

	<i>DISTRICT CODE:</i>	<i>ADOPTED:</i>
	<i>RESCINDS:</i>	<i>ADOPTED:</i>

**BOARD POLICY**

1. The Board of Education is committed to the protection of employees and a safe work environment. The Board recognizes the need for a policy governing the protection of employees and a reporting procedure to address incidents of verbal or physical conduct that may be harmful or abusive to employees in the workplace.
2. The Board of Education authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board.

**For purposes of this policy, the following definitions apply:**

1. "Assault": means a person engages in an act with unlawful force (not self-defense) that causes bodily injury to another.
2. "Abuse" means:
  - 2.1. attempting, verbally or physically, to cause harm;
  - 2.2. intentionally or knowingly causing harm, or placing another in fear of imminent harm;
  - 2.3. causing physical injury by intentional acts or omissions; or
  - 2.4. unreasonable or inappropriate use of physical restraint.

**ADMINISTRATIVE REGULATION—GBGBB—R--!: (Procedures for Abuse and Assault Reporting)**

**Procedures for handling and reporting abuse/assault incidents.**

1. Employees will take appropriate precautionary measures to avoid abuse/assault incidents in the workplace, including, but not limited to, communicating with their immediate supervisor or Human Resources regarding workplace concerns.
2. If a workplace abuse/assault incident occurs, employees shall immediately notify their immediate supervisor.
3. The immediate supervisor will conduct an initial assessment of the incident, requesting assistance from his/her supervisor and Human Resources. Law enforcement shall also



be contacted, if appropriate.

- 3.1. In cases of workplace abuse/assault or threatened abuse/assault, an employee may be removed from the building until the immediate supervisor and Human Resources determines it is safe for the employee to return.
- 3.2. Employees who are removed from a building for safety reasons shall be placed on paid leave with approval by the Human Resources Department.
- 3.3. Paid leave approved by the Human Resources Department for safety reasons does not impact the individual's other leave benefits.

**4. Disposition of workplace abuse/assault incidents**

- 4.1. Victims of workplace physical abuse will undergo a physical examination by a qualified physician at District expense, even if injury is minimal.
- 4.2. The District will make restitution to an employee for verifiable damage or loss of personal property, as the result of an assault, to the extent the District's liability insurance provides such coverage.
- 4.3. Employees whose clothing, glasses, or other items worn upon the body are damaged or destroyed as the result of an assault shall be reimbursed for verifiable damages.
- 4.4. Whenever an employee is absent from his/her assignment as a result of a workplace assault or for appearances before a judicial body of legal authority in connection with a workplace assault case, there shall be no loss of wages or reduction in accumulated leave.

**DISTRICT CODE:**  
GBGBB—R

**APPROVED:**  
6.22.04

**ADMINISTRATIVE REGULATION—GBGBB—R-1:** (Employee Protections)

- 1. If criminal or civil proceedings are brought against an employee due to employment in the District, the District will follow statutory requirements and provide coverage in accordance with current agreements with Utah Risk Management

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*





# CANYONS School District

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## **CANYONS SCHOOL DISTRICT POLICY MANUAL**

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9150 South 500 West Sandy, UT 84070.



## Negotiations - Licensed (Contract Year 2016-17)

### Proposal

Canyons District Administration proposes the elimination of District Policies; GCCAM – Licensed – Leave of Absence and GCCAF – Sabbatical Leave.

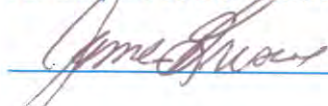
### Rationale

Licensed policies GCCAM and GCCAF were placed in moratorium at the commencement of the District and have not been available. District policy GCCAE – Educational Leave has been reinstated which allows employees to seek additional educational opportunities, advance on the salary schedule and be guaranteed a comparable position in the District upon return.

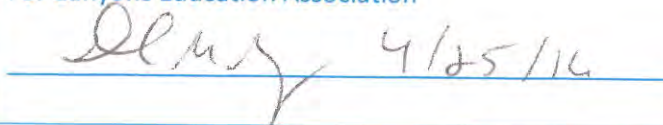
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&  
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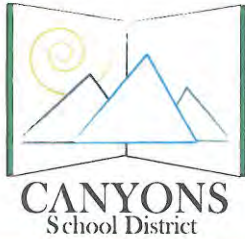
Date:

For Canyons School District



For Canyons Education Association





## Negotiations - Licensed (Contract Year 2016-17)

### Proposal

Canyons District Administration proposes merging District Policies GCCAH-alternative leave; GCCAI-bereavement leave; GCCAE – Educational Leave; GCCAB - personal leave paid; GCCAB - personal leave non-paid; GCCAA - sick leave; and GCCAA - employee-funded sick bank into one policy.

### Rationale

For simplicity and convenience, licensed leave benefits may be accessed in one (1) policy. Benefit language was reviewed and where appropriate, was modified for clarity. For specific changes to a particular leave benefit, see the red-line version of the policy.

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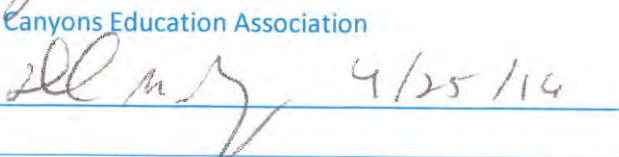
Date:

For Canyons School District



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For Canyons Education Association



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**POLICY—LEAVE FOR INSTRUCTIONAL STAFF (LICENSED) EMPLOYEES**

	<b>POLICY NUMBER:</b>	<b>ADOPTED:</b> TBD (NEG)
	<b>RESCINDS:</b>	<b>ADOPTED:</b>

**BOARD POLICY**

1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:
  - 1.1. alternative leave;
  - 1.2. bereavement leave;
  - 1.3. educational leave;
  - 1.4. personal leave paid;
  - 1.5. personal leave non-paid;
  - 1.6. sick leave; and
  - 1.7. employee-funded sick bank.
  
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

	<b>ADMIN CODE:</b>	<b>APPROVED:</b> 1.6.15
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**ADMINISTRATIVE REGULATION—1: (Alternative Leave)**

Eligible licensed employees shall receive an alternative leave day each year.

Alternative leave shall be administered according to the following regulations:

1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year.
2. Employees taking alternative leave shall be required to pay the cost of a long-term substitute.
3. Alternative leave is non-accumulative.
4. Employees shall give at least one day's notice of the intent to take alternative leave.
5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year.
6. Alternative leave may not be used the day before or after a personal leave day is taken.



	ADMIN CODE:	APPROVED: 1.6.15
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**ADMINISTRATIVE REGULATION—2: (Bereavement Leave)**

Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.

1. Employees qualified for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home for funeral and related issues.
2. Employees shall be granted up to three (3) consecutive days of absence without pay deduction in the event of the death of the employee's spouse's parent/step-parents or the employee's or spouse's grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or other person residing in the employee's home.
3. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
4. If the death of an employee's parent/step-parent results in the loss of the only remaining parent, up to three additional (3) days may be taken to deal with estate issues. The additional days must be taken within one (1) calendar year of the parent's death.
5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy.

	ADMIN CODE:	APPROVED:
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**ADMINISTRATIVE REGULATION: (Educational Leave)**

1. Educational leave for full-time continued study may be granted to employees who have served for three (3) consecutive years and upon recommendation of the employee's professional development committee (i.e., the Licensed Local Professional Improvement Committee (LPIC); ESP Support Development Committee).
2. An application for educational leave shall be filed with the Human Resources Department for forwarding to the professional development committee by February 1 of the school year. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
3. The professional development committee will obtain a written evaluation of the



# CANYONS School District

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## CANYONS SCHOOL DISTRICT POLICY MANUAL

- applicant from his/her immediate supervisor.
4. The employee's professional development committee shall screen applications and forward recommendations to the Department of Human Resources for approval.
  5. Each request for education leave shall be reviewed as an individual matter. Educational leave is based on needs and circumstances of the District and not solely on the merits of an applicant. For this reason, individual requests for a educational leave 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.
  6. There shall be no remuneration for this leave.
  7. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
  8. Employees on educational leave must submit a progress report to their professional development committee by February 15 of the year for which the leave is granted.
    - 8.1. The report is to include the date the employee intends to return to full-time status and/or a request for a one-year extension if needed. Following review by the professional development committee, the report will be forwarded to the Human Resources Department.
  9. When an educational leave is successfully completed, a copy of the outline of studies and a transcript of credit or equivalent and a report will be submitted to the professional development committee for review.
  10. An employee returning from approved educational leave shall be advanced on the salary schedule in the same manner as full-time employees.
  11. The employee may arrange with the insurance carrier to continue his/her insurance program. The employee shall pay for the full premium.
  12. The granting of educational leave shall not compel the employee to return to the District.
  13. This leave is void if the employee does not complete the approved course of study as approved. It is the responsibility of the employee to submit evidence of successful completion of his/her approved program by June 30.
  14. A candidate shall be guaranteed a comparable position in the District upon his/her return from an educational leave.

	ADMIN CODE:	APPROVED:
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**ADMINISTRATIVE REGULATION—4:** (Personal Leave - Paid)

Employees are encouraged to avoid absenteeism and to schedule vacations, trips, and other personal activities at times which do not interrupt work schedules.



1. Each eligible licensed employee of the district shall be given four (4) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.
2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
3. Personal leaves may be taken the day before or after a school holiday for the following specific reasons:
  - 3.1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
  - 3.2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - 3.3. Graduations of near relatives as defined in "3.2" above.
  - 3.4. Required court appearances,
  - 3.5. Deaths not covered by Bereavement Policy.
  - 3.6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
4. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
  - 4.1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay the equivalent of a long-term substitute and apply for the leave at least five (5) working days in advance, except as follows:
    - 4.1.1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.
    - 4.1.2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
    - 4.1.3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay the cost of a long-term substitute teacher. Written notification will be sent to all applicants.
    - 4.1.4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-day personal leave day.
    - 4.1.5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract



- year.
- 4.1.6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay the cost of a long-term substitute.
5. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
- 5.1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
- 5.2. To attend to personal or business matters in which the employee's attendance and scheduling is beyond the employee's control.
6. Personal leave days may not be taken during the four (4) days prior to the first day of school, but may, through collaboration with the principal/director, arrange to exchange one of these days for another non-contract day.
7. Personal leave days may not be used during parent/teacher conferences.
8. Personal leave days may not be used on make-up days as the result of employee job action.

ADMIN CODE:

APPROVED:

**ADMINISTRATIVE REGULATION—5: (Personal Leave-Non-Paid)**

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. In the event that an employee has a serious or compelling need for non-paid personal leave, a request may be made in writing to their immediate supervisor and the Department of Human Resources. The request must clearly state the reason that non-paid personal leave is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
3. Non-paid personal leave granted under this policy shall be without pay.
4. Benefit eligible employees shall not be granted more than fifteen (15) days non-paid personal leave in any three-year period.
5. An employee whose request for non-paid personal leave is denied, or who knowingly fails to request non-paid personal leave, and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have abandoned their position and voluntarily resigned his/her employment with the District.
6. This leave does not negate the other official leave provisions of the Board.





7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher would receive fifteen (15) half days.

ADMIN CODE:

APPROVED:

**ADMINISTRATIVE REGULATION—6:** (Sick Leave)

1. Sick leave is authorized for benefit eligible licensed personnel.

**Definitions:**

Immediate family is defined as spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the approved sick leave regulations.

1. Until June 30, 2007, licensed employees with a continuous service date prior to July 1, 1977, shall be allowed unlimited sick leave not to exceed 180 days per contract year for 9-month licensed employees, 220 days for 11-month licensed employees, and 240 days for 12-month licensed employees.
2. Licensed employees with a continuous service date on or after July 1, 1977, shall be allowed sick leave in accordance with the following schedule: **(See, EXHIBIT-1).**
3. **Calculating Sick Leave Allowances**
  - 3.1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or 5 days of the 10-day annual sick leave allowance.)
  - 3.2. When calculating sick leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
4. **Sick Leave Benefits During Approved Absences**
  - 4.1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should a licensed



employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.

- 4.2. Licensed employees returning from authorized leaves shall receive sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

#### **5. Use of Sick Leave for Critical Family Care**

A maximum of twelve (12) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.

- 5.1. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.
- 5.2. Licensed employees may not apply for critical family illness benefits until two (2) personal leave days, all vacation leave (if applicable), and all family leave benefits are used. Licensed employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) accumulated personal leave days in any contract year as set forth in this policy.
- 5.3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.
  - 5.3.1. If circumstances warrant it, the Sick Leave Review Board may authorize additional days equal to the number of unused family days available at the beginning of the critical illness. (A maximum of 3.)
  - 5.3.2. Licensed employees who have exhausted two personal leave days, and family leave benefits, but who must continue to deal with a critical family care (as defined in item 5 above) may apply to the Sick Leave Review Board for additional days. One additional day may be granted for each year of service in the District up to a maximum of fifteen (15) days. If additional days are granted, only the cost of a long-term substitute shall be deducted from the licensed employee's pay.
  - 5.3.3. For those licensed employees hired prior to July 1, 1977, the Sick Leave Review Board may allow the use of sick leave days for a critical family care (as defined in item 5 above). One additional day may be granted for each year of service in the District up to a maximum of 12 days. If additional days are granted, only the cost of a long-term substitute will be deducted from the licensed employee's pay. This will remain in effect until June 30, 2007.

#### **6. Converting Sick Leave for Adoption.**

- 6.1. A licensed employee who adopts a child must apply to convert up to 15 accrued



sick leave days for adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of fifteen (15) days of converted sick leave for adoption at the time of actual custody of the child.

- 6.2. Licensed employees, who have exhausted two personal leave days, and family leave benefits, may apply to the Sick Leave Review Board for additional days. One additional day may be granted for each year of service in the District up to a maximum of fifteen (15) days. If additional days are granted, only the cost of a long-term substitute shall be deducted from the licensed employee's pay.
- 6.3. Any additional leave must fall under the regulations of Policy—GCCAO—Family Medical Leave Act.
- 6.4. Part-time licensed employees (half-time or more) may be granted up to a total of twelve (12) weeks leave (paid and non paid, including any off track time to continue to care for an adopted infant.
  - 6.4.1. During the leave period, the District shall continue to pay its portion of the licensed employee's group health insurance premium. An employee on leave must continue to pay his/her portion of the health insurance premium in order to keep coverage in effect.
  - 6.4.2. A licensed employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the leave. A licensed employee will not lose any seniority or employment benefits that accrued before the date the leave began.

If a licensed employee fails to return to work after the leave has ended, the District may recover the health insurance premium paid by the District on the employee's behalf.

ADMIN CODE:

APPROVED:

**ADMINISTRATIVE REGULATION: (Licensed Employee-Funded Sick Bank)**

**1. Licensed Employee Eligibility.**

- 1.1. In order to be eligible to participate in the sick bank a licensed employee must voluntarily donate one day annually of accumulated sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year.
- 1.2. Licensed employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank Leave.

**2. Establishment of Sick Bank Leave.**

- 2.1. Each year, all participating licensed employees in the accumulated sick leave program will donate one (1) sick leave day, unless the employee has opted out, to be placed in the sick bank.

**3. Use of Sick Bank Leave**



- 3.1. Sick Bank Leave is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
- 3.2. Medically documented intermittent leave for long-term illness may be approved.
- 3.3. Days from the sick bank shall be granted to eligible licensed employees only after all accrued sick leave, family sick leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the sick bank are encouraged to apply to the sick bank when they have days (10-15) of accrued sick leave left to help avoid the deduction of costs associated with long-term substitutes.
- 3.4. Licensed employees will be required to sign a release of medical information when making application to the sick bank. Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.
- 3.5. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which a licensed employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)
- 3.6. Licensed employees who have been offered a temporary transitional duty assignment due to a work related injury, who refuse the temporary transitional duty assignment, will no longer be eligible for Sick Bank Leave.

**ADMINISTRATIVE REGULATION (Sick Bank Leave Allowances)**

**1. Sick Bank Leave Allowances**

- 1.1. First Year Licensed Employees
  - 1.1.1. First year licensed employees shall be allowed up to 10 sick bank days.
  - 1.1.2. The cost of a long-term substitute shall be deducted from the first two days of sick bank.
- 1.2. Second Year Employees
  - 1.2.1. Second Year Employees shall be allowed up to 10 sick bank days at full pay according the following schedule: **(See, EXHIBIT-2)**
  - 1.2.2. After all sick bank days allowed according to the schedule listed under item (1.2.1) are used, second year employees may be granted up to 10 additional sick bank days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.
  - 1.2.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant second year employees up to 20 additional days of sick bank leave after all sick bank leave days provided under items (1.2.1



and 1.2.2) are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.

**1.3. Third Year Licensed Employees**

1.3.1. Third year licensed employees shall be allowed up to 40 sick bank leave days at full pay according to the following schedule: **(See, EXHIBIT 3).**

1.3.2. After all sick bank leave days allowed according to the schedule listed under item (1.3.1) are used, third year licensed employees may be granted up to 40 additional sick bank leave days if circumstances warrant it. The cost of a long-term substitute shall be deducted for each additional day used under this option.

1.3.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant third year licensed employees sufficient sick bank leave days to cover their transition to long-term disability after all of the sick bank leave days provided under items (1.3.1) and (1.3.2) are exhausted. The cost of a long-term substitute shall be deducted for each additional day used under this option.

1.4. Licensed employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less the cost of the substitute for each day the licensed employee falls below 15 days of accumulated sick leave at the beginning of the long-term absence. (A maximum of 15 days long-term substitute costs will be deducted.)

**2. Sick Bank Leave Limitations**

2.1. Prior to granting sick bank leave days, a licensed employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank leave days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.

2.2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.

2.3. A second opinion may be required with any costs not covered by insurance borne by the District.

2.4. When a licensed employee requests sick bank leave days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted. Use of sick bank leave days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.

2.5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave



Review Board is provided.

**ADMINISTRATIVE REGULATION – (Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence).**

**1. Sick Leave Review Board**

- 1.1. A Sick Leave Review Board shall be organized to review issues related to sick bank usage and cases of suspected sick leave abuse.
- 1.2. The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the licensed employee agent.

**2. Abuse of Sick Leave**

- 2.1. Administrators shall periodically review sick leave usage.
- 2.2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.
- 2.3. If it is determined that an abuse of sick leave has occurred, shall be reclaimed from the licensed employee.
  - 2.3.1. The sick leave benefits which were paid inappropriately shall be reclaimed from the licensed employee.
  - 2.3.2. The licensed employee shall be suspended for five (5) days without pay during the next pay period.
  - 2.3.3. A reprimand shall be entered in the licensed employee's personnel file.
- 2.4. A second proven abuse of sick leave may result in immediate termination.

**3. Payment for Sick Leave**

- 3.1. In order to receive full pay for work missed due to illness or injury, licensed employees shall complete an absence form which is approved by the immediate supervisor and submitted to the Payroll Department for processing.
- 3.2. Licensed employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.

**4. Notification of Absence**

- 4.1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
- 4.2. If a substitute must be hired, the licensed employee shall see that the Human Resources Department is notified no later than 6:30 a.m. on the day of the absence.



**REFERENCES**

None

**EXHIBITS**

EXHIBIT 1

EXHIBIT 2

EXHIBIT 3

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

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Negotiations

Contract Year 2016-17

**Proposal**

CEA proposes that Canyons District Policy HCB Scope of Negotiations will remain in effect for the 2016-17 contract year.

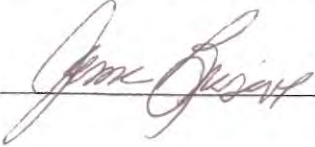
**Rationale**

The current arrangement on these policies continues to be effective.

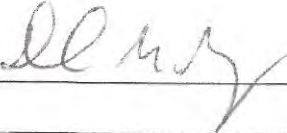
Memorandum of Understanding  
Between  
Canyons School District  
and  
Canyons Education Association

Date:

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

 4/25/16  
\_\_\_\_\_





**SECTION H: POLICY—HCB—SCOPE OF NEGOTIATIONS - POLICIES (Licensed)**

	<b>DISTRICT CODE:</b> HCB	<b>ADOPTED:</b> 5.12.15 (NEG)
	<b>RESCINDS:</b> HCB	<b>ADOPTED:</b> 5.21.14 (NEG)

**BOARD POLICY**

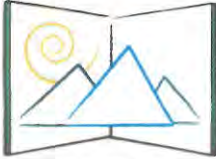
1. The Board of Education has statutory authority over all issues relating to the effective and efficient operation of the school district (Utah Code Title 53A Chapter 03). Locally elected Board of Education members should retain the right to operate the school district without undue influence or control from outside groups, individuals, organizations, associations, political parties, or special interests.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

	<b>DISTRICT CODE:</b> HCB-R	<b>APPROVED:</b> 5.12.15
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**ADMINISTRATIVE REGULATION—HCB—R**

1. The Board of Education recognizes the need to negotiate with recognized employee association on issues relating to wages, hours, and working conditions. Effective immediately, only the following policies will remain as negotiated polices for the contract year ~~2015-2016~~ **2016-2017**:

Policy Code	Policy Title	Negotiated
GBKD	School Advisory	6.12.07
<del>GBGBA</del>	<del>Personal Security and Safety (Assault)</del>	<del>6.26.90</del>
<del>GBGBB</del>	<del>Personal Security and Safety (Protection Employees)</del>	<del>6.22.04</del>
<del>TBD</del>	<del>Personal Security</del>	
GBK	Concerns/Complaints/Grievances Instructional Staff (Licensed)	8.30.11
GBKB	District Advisory	8.30.11
GCB	Salary Guidelines	6.10.08
GCBDA	Fringe Benefits Instructional Staff (Licensed)	8.30.11
<del>GCCAA</del>	<del>Leave (Licensed) Sick Leave Instructional Staff (Licensed)</del>	<del>5.12.15</del>
<del>TBD</del>		
<del>GCCAB</del>	<del>Personal Leave Instructional Staff (Licensed)</del>	<del>5.12.15</del>
GCCAG	Release Time for Licensed Employee Agent Group President	8.30.11
<del>GCCAH</del>	<del>Alternative Leave Day (Licensed)</del>	<del>6.12.07</del>
GCCAM	Leave of Absence (1 Year) Instructional Staff (Licensed)	6.12.07



# CANYONS School District

"Celebrating the Highest  
Standards of Educational Excellence"

## CANYONS SCHOOL DISTRICT POLICY MANUAL

GCJA	Provisional Status of Instructional Staff (Licensed)	7.10.07
GCK	Assignments and Transfers Professional Staff	5.12.15
GCLA	Hours of Work Instructional Staff (Licensed)	5.21.14
GCQA	Reduction in Force Instructional Staff (Licensed)	8.30.11
GCQE	District Post-Retirement Benefits	10.16.07; 3.21.06; 3.21.06
GCQFA	Termination of Employment Instructional Staff (Licensed)	8.30.11
<del>GCQAI</del>	<del>Bereavement Leave Instructional Staff (Licensed)</del>	<del>6.19.01</del>
HC	Scope of Negotiations	6.12.07
HCB	Scope of Negotiations - Policies (Licensed)	5.12.15

NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.

### EXHIBITS

None

### REFERENCES

None

### FORMS

None

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**Negotiations  
Contract Year 2016-17**

**Proposal**

CEA proposes that the language of "GCLA - Hours of Work Instructional Staff (Licensed)" shall be modified as follows:

1. Licensed personnel assigned to local schools are expected to be at school for eight hours which includes at least 30 minutes prior to and 30 minutes after the student day. ~~Elementary schedules will vary but licensed staff are expected to be at school at least fifteen (15) minutes prior to the start or end of the adjusted schedule. Secondary licensed personnel are expected at least one half hour before school begins and one half hour after school is dismissed.~~

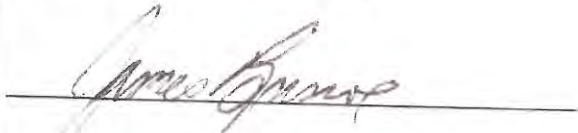
**Rationale**

This brings the language of the policy back into alignment with the work of the Elementary Schedule Task Force last year.

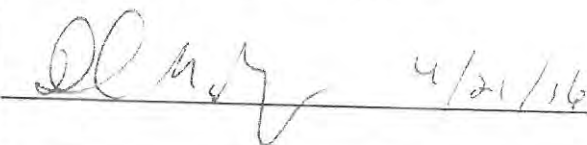
Tentative Agreement Between  
Canyons School District &  
Canyons Education Association

Date:

For Canyons School District:



For Canyons Education Association

 4/21/16



**SECTION G: POLICY—GCLA—HOURS OF WORK INSTRUCTIONAL STAFF (LICENSED)**

<b>DISTRICT CODE:</b> GCLA	<b>ADOPTED:</b> 5.21.14 (NEG)
<b>RESCINDS:</b> DP342 ; AA426 NEG	<b>ADOPTED:</b> 6.1.10; 9.1.76

**BOARD POLICY**

1. It shall be the policy of the Board to establish the length of the working day for all employees. The length of working days may vary for different categories of employees. The Board delegates to the District Administration the responsibility of determining the working hours for all employees.
2. The Board believes that all teachers should be provided a duty-free lunch period and directs the District Administration to administer the duty-free lunch regulations.

<b>DISTRICT CODE:</b> GCLA-R	<b>APPROVED:</b> 5.21.14
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**ADMINISTRATIVE REGULATION—GCLA—R (Administrative Responsibility)**

The immediate supervisor or school principal shall have the responsibility of scheduling the hours of work for individual employees to conform to the requirements within each position. This will be done within the following regulations:

1. Licensed personnel assigned to local schools are expected to be at school for eight hours which includes at least 30 minutes prior to and 30 minutes after the student day.
2. Licensed personnel working on a part-time basis will have their hours determined by the school principal or immediate supervisor in cooperation with the Director of Human Resources and approved by the Superintendent.
3. Itinerant Licensed personnel assigned to the various local schools shall work a number of hours comparable to other Licensed personnel.
4. Licensed personnel may not perform work for or receive compensation from another employer during contract time with Canyons School District.
5. Hours of work that job share and part-time employees are required to spend on assignments such as parent/teacher conferences, committee work, faculty meetings, etc. shall be prorated by the percentage of a full-time contract.
6. Principals retain the authorization to require staff to attend a reasonable number of events without compensation (no more than two assignments annually).

<b>DISTRICT CODE:</b> GCLA-R-2	<b>APPROVED:</b> 5.21.14
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**ADMINISTRATIVE REGULATION—GCLA—R-2: (Duty Free Lunch)**



1. A thirty (30)-minute duty-free lunch period should be provided for each elementary teacher, and any schedule developed for adequate inside supervision should be designed with this point in mind.
2. Teachers shall be scheduled for student supervision as little as possible when meeting local needs. However, schedules to provide adequate supervision of students when inclement weather necessitates keeping them inside during lunch, shall be designed and implemented by each school administration and staff.
3. Rotational duties shall be equitable among all certificated personnel.
4. Teachers shall not be assigned outside duty during the noon hour. Such duties will continue to be handled by the aides.
5. Teachers without a duty assignment during their lunch period may leave the school site for that period of time after notifying the principal.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

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