

**Canyons Education Association  
Canyons School District  
2012-13 Negotiations**

**Canyons Education Association's Negotiating Team**

Laura Black	Jordan UniServ Director
Angela Drope	Teacher—Crescent Elementary
Aletha Paskett	Teacher—Indian Hills Middle School
Daniel Rozanas	Teacher—Alta High School

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

Dr. David Doty	Superintendent
Dr. Keith Bradford	Business Administrator
Charles Evans	Director for Government Relations

**Canyons School District Board of Education**

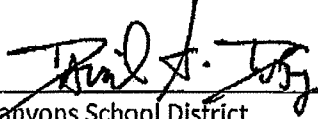
Tracy Scott Cowdell	President—District 4
Sherrill H. Taylor	Vice President—District 6
Mont Millerberg	District 1
Kim Horiuchi	District 2
Kevin Craig Cromar	District 3
Steven Wrigley	District 5
Paul J. McCarty	District 7

**Proposed Ground Rules  
2012-13**

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. Agreements formalized 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. If impasse is declared, the procedures outlines in Canyons District Policy HC. and the Utah Dispute Resolution Act shall be followed.
9. Minutes will be taken by either or both parties. However, minutes are for intent purposes not to be approved and they are the teams' use only.
10. Negotiated agreements will be posted on line within ten (10) working days of the ratification of the Board of Education.



For Canyons School District



For Canyons Education Association

4-24-12

Date

Negotiations  
Contract Year 2012-13

**Proposal**

The District shall fund steps and lanes for the 2012-13 academic year.

**Rationale**

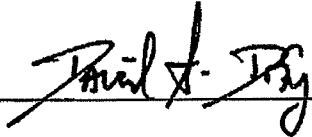
While we recognize the cost associated with this funding, we believe that Canyons District can fund these for the 2012-13 school year.

We also believe that this will help stop some teacher turn-over as newer teachers will leave to a district will give the years of credit on the salary schedule, thereby increasing their salaries. If we are to continue hire new educators this one step to ensure they remain with the district.

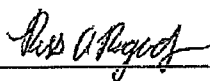
**Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association**

Date: 5-2-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

Negotiations  
Contract Year 2012-13

**Proposal**

CEA and Canyons School District propose that the 2012-13 Salary Schedule receive a 1% COLA.

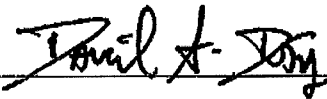
**Rationale**

In order for Canyons District to continue to attract and retain quality educators, it is important that we remain competitive with surrounding districts.

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

Date: 5-2-12

For Canyons School District:



---

For Canyons Education Association



---

Negotiations

Contract Year 2012-13

**Proposal**

Canyons School District propose that a one-time 2% educator appreciation bonus be awarded in 2012-13. This includes achievement coaches assigned to schools and elementary ed. techs.

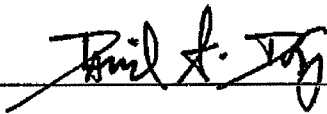
**Rationale**

In order for Canyons District to continue to attract and retain quality educators, it is important that we remain competitive with surrounding districts.

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

Date: 5-2-12

For Canyons School District:



---

For Canyons Education Association



---

Negotiations  
Contract Year 2012-13

**Proposal**

CEA proposes that the District provide the minimal school day at the end of each quarter for grade transmittal and report card preparation for the 2012-13 school year. CEA also proposes that an adjustment to the calendar be made for the transportation issues and that date be published prior to the beginning of the school year.

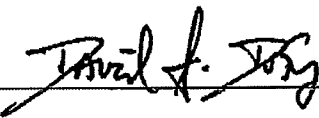
**Rationale**

Since the calendar has been changed due to the loss of the EBL days and no day was added to allow teachers to prepare for the end of the quarter in secondary (grade transmittal) and report card/parent teacher conference preparation in elementary, educators have reported that they would prefer to leave this day as an early out as in the 2011-12 school year.

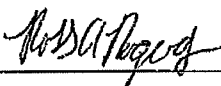
**Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association**

Date: 5-2-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

## Negotiations

Contract Year 2012-13

### Proposal

CEA proposes that Canyons District Policy GCJA be split into two policies which would separate provisional and probationary employees and address current issues with Senate Bill 64. This policy revision will be completed prior to June 30, 2012.

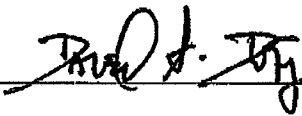
### Rationale:

Splitting these two policies would make the policies much easier to work with and find electronically.


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

Date: 5-2-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_



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

<b>DISTRICT CODE:</b> HCB	<b>ADOPTED:</b> 8.30.11 (NEG)
<b>RESCINDS:</b>	<b>ADOPTED:</b>

**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.

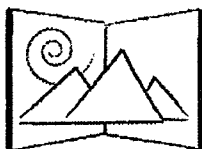
<b>DISTRICT CODE:</b> HCB-R	<b>APPROVED:</b> 8.30.11
--------------------------------	-----------------------------

**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 2011-2012:

Policy Code	Policy Title	Negotiated	Former Policy Codes
GBKD	School Advisory	6.12.07	AA422 NEG
GBGBA	Personal Security and Safety (Assault)	6.26.90	DP347 NEG
GBGBB	Personal Security and Safety (Protection Employees)	6.22.04	DP353 NEG
GBK	Concerns/Complaints/Grievances Instructional Staff (Licensed)	8.30.11	DP315 NEG
GBKB	District Advisory	8.30.11	A3 NEG
GCB	Salary Guidelines	6.10.08	DP309 NEG
GCBDA	Fringe Benefits Instructional Staff (Licensed)	8.30.11	DP354 NEG
GCCAA	Sick Leave Instructional Staff (Licensed)	8.30.11	DP324 NEG
GCCAB	Personal Leave Instructional Staff (Licensed)	8.30.11	DP335 NEG; DP337NEG
GCCAG	Release Time for Licensed Employee Agent Group President	8.30.11	A5 NEG
GCCAH	Alternative Leave Day (Licensed)	6.12.07	DP370 NEG
GCCAM	Leave of Absence (1 Year) Instructional Staff (Licensed)	6.12.07	DP336 NEG
GCJA	Provisional Status of Instructional Staff (Licensed)	7.10.07	DP313





# CANYONS School District

"Celebrating the Highest  
Standards of Educational Excellence"

## CANYONS SCHOOL DISTRICT POLICY MANUAL

GCK	Assignments and Transfers Professional Staff	8.30.11	DP304 NEG
GCLA	Hours of Work Instructional Staff (Licensed)	6.1.10; 9.1.76	DP342; AA426 NEG
GCQA	Reduction in Force Instructional Staff (Licensed)	8.30.11	DP348 and DP327 NEG
GCQE	District Post-Retirement Benefits	10.16.07; 3.21.06; 3.21.06	DP373, DP319, DP321
GCQFA	Termination of Employment Instructional Staff (Licensed)*	8.30.11	DP316 NEG
GCCAI	Bereavement Leave Instructional Staff (Licensed)	6.19.01	DP330 NEG
HC	Scope of Negotiations	6.12.07	A6 NEG
HCB	Scope of Negotiations – Policies (Licensed)	8.30.11	New

\* This policy will be reviewed and revised during the 2011-2012 school year by the Policy Advisory group.

**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

**CANYONS BOARD OF EDUCATION**

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.



**SECTION G: POLICY—GCJAA—PROBATION OF INSTRUCTIONAL STAFF (LICENSED)**

<i>DISTRICT CODE:</i> GCJAA	<i>ADOPTED:</i> TBD
<i>RESCINDS:</i> DP313	<i>ADOPTED:</i>

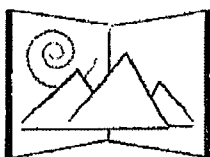
**BOARD POLICY**

1. The Board of Education recognizes that when an employee's performance is substandard and/or their conduct is unprofessional and unbecoming of a Canyons School District employee it may be prudent to place them on probation in an attempt to remediate. Employees, as described herein, refer to contract instructional staff (licensed) employees of Canyons School District.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

<i>DISTRICT CODE:</i> GCJAA-R	<i>APPROVED:</i> TBD
----------------------------------	-------------------------

**ADMINISTRATIVE REGULATION—GCJAA—R**

1. Employees may be placed on probation at any time at the recommendation of their immediate supervisor and approval from the Director of Human Resources.
2. During a meeting held with the employee's supervisor, or designee, the employee is notified in writing of the reason(s) for recommendation of probation.
3. The employee, if they so choose, may respond to their supervisor in writing, regarding the recommendation of probation letter, within five (5) business days.
4. At least twenty-four (24) hours prior to the meeting, the employee will be notified of his/her right to non-legal representation, i.e. CEA representative, etc., if the employee so chooses.
5. Following the meeting, a copy of the signed probation recommendation letter will be provided to the employee, a copy kept with the supervisor, and the original sent to the Director of Human Resources.
6. The Director of Human Resources, upon receiving the probation recommendation letter and other supportive documentation, shall determine whether or not to approve the recommendation.
7. The employee and supervisor will be notified of the Director of Human Resource's determination in writing; a copy will be provided to the employee, a copy provided to the supervisor, and a copy placed in the employee's personnel file in the Human Resources Department.
8. The District is solely responsible for determining the length and terms of probation except under the provisions of GCOA-Evaluation of Instruction Staff (Licensed).



9. When an employee's performance has sufficiently improved and/or the employee has met the conditions of probation, the employee's supervisor shall recommend to the Director of Human Resources that the employee be removed from probation and career status be reinstated, if applicable.
10. The Director of Human Resources, upon receiving the recommendation that the employee be removed from probation and career status be reinstated, if applicable, shall determine whether to approve the recommendation.
11. The employee and supervisor are then notified of the determination in writing; a copy provided to the employee, a copy provided to the supervisor, and a copy placed in the employee's personnel file in the Human Resources Department.
12. When an employee's performance has not sufficiently improved and/or the employee has not met the conditions of probation within the established time limits, the employee may be terminated in accordance with Policy GCQ—Professional Staff Termination of Employment.
13. Employees on probation are not eligible for employee-requested transfers to another job assignment and/or promotion.

**EXHIBITS**

None

**REFERENCES**

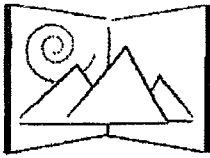
None

**FORMS**

None

***CANYONS BOARD OF EDUCATION***

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.



**SECTION G: POLICY—GCJA— PROVISIONAL STATUS OF INSTRUCTIONAL STAFF  
 (LICENSED)**

<i>DISTRICT CODE:</i> GCJA	<i>ADOPTED:</i> TBD
<i>RESCINDS:</i> DP313	<i>ADOPTED:</i> 7/10/07

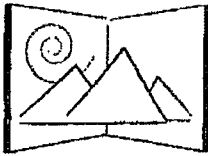
**BOARD POLICY**

1. The Board of Education recognizes the need to establish a policy for provisional instructional staff (licensed) employees. It is the policy of the Board that all licensed employees have three (3) years of provisional employment. Provisional licensed employees may be given career status upon recommendation of the Superintendent when all of the provisional status requirements outlined below are met.
  
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

<i>DISTRICT CODE:</i> GCJA-R-1	<i>APPROVED:</i> TBD
-----------------------------------	-------------------------

**ADMINISTRATIVE REGULATION—GCJA—R-1**

1. Provisional Status
  - 1.1. Licensed employees entering or returning to the system shall be placed on first year provisional status for a provisional period of three (3) years.
  - 1.2. Provisional licensed employees may be recommended for career status after they have:
    - 1.2.1. completed the required year(s) of provisional service, and
    - 1.2.2. successfully met the criteria outlined in GCOA-Evaluation of instructional Staff (Licensed), "Met Standard" on at least two evaluations, Jordan Performance Appraisal System (JPAS), for each contract year of provisional status.
  - 1.3. An employee's provisional status may be extended an additional two (2) consecutive years at the recommendation of the employee's supervisor and approval from the Director of Human Resources. Circumstances under which a licensed employee's provisional status may be extended include, but not limited to:
    - 1.3.1. less-than-perfect score on a performance evaluation; or
    - 1.3.2. receipt of complaint(s) or expression(s) of concern from a parent, District employee, student, or member of the community that creates uncertainty about the employee's professionalism, performance, or character;



- 1.3.3. declining student enrollment in the district or in a particular program or class;
  - 1.3.4. the discontinuance or substantial reduction of a particular service or program; or
  - 1.3.5. budgetary concerns.
  - 1.4. Provisional employees are not entitled to employment beyond the end of the term of the present contract.
  - 1.5. A District employee who accepts another position that is substantially different from the position in which career status was achieved (e.g., a licensed educator who accepts a position as an administrator) is returned to provisional status in the new position. The employee may be transferred or reassigned by the District to a position similar to his/her original assignment should job performance concerns arise within the provisional period of the substantially different assignment, three (3) years.
2. Provisional Service
- 2.1. Full or half-time provisional employees who work fifty (50) percent or more of the required contract days in a year shall receive one (1) year of provisional service credit.
  - 2.2. The required years of provisional employment must be served consecutively, with the following exception:
    - 2.2.1. Employees taking approved leave, prior to obtaining career status, will receive credit for the provisional time served provided the employee returns to work at the conclusion of the leave.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

***CANYONS BOARD OF EDUCATION***

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  
Contract Year 2012-13

**Proposal**

CEA proposes that the District Policy GCIG Local Professional Improvement Committee be revised to meet current practices in Canyons School District and to streamline committee processes contained in current policy. This policy revision will be completed prior to June 30, 2012.

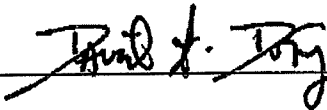
**Rationale**

This policy needs to be revised in order to make meeting appeal timelines more efficient. Policy also needs to be reviewed so that appropriate departments are responsible for tasks contained in the policy such as education and sabbatical leaves.

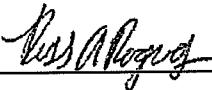
**Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association**

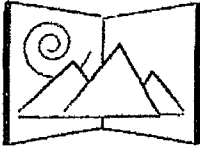
Date: 5-2-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_



**SECTION G: POLICY—GCIG—LOCAL PROFESSIONAL IMPROVEMENT COMMITTEE**

<i>DISTRICT CODE:</i> GCIG	<i>ADOPTED:</i> 7.10.07
<i>RESCINDS:</i> AA421	<i>ADOPTED:</i> 7.10.07

**BOARD POLICY**

1. The Board of Education recognizes the value of a competent, professional trained teaching staff and authorizes the establishment of a Local Professional Improvement Committee (LPIC) to encourage, guide, and reward the professional development of staff members.
2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.

<i>DISTRICT CODE:</i> GCIG-R	<i>APPROVED:</i> 7.10.07
---------------------------------	-----------------------------

**ADMINISTRATIVE REGULATION—GCIG—R**

1. Membership
  - 1.1. The Canyons School District LPIC shall consist of the following members:
    - 1.1.1. The Executive Director (s) of Evidence-Based Learning.
    - 1.1.2. Three principals (one elementary, one middle school, and one high school).
    - 1.1.3. Three teachers (one elementary, one middle school, and one high school).
  - 1.2. The Executive Director (s) of Evidence-Based Learning shall act as chairperson. The chairperson shall vote only in the case of a tie.
  - 1.3. The three principals shall be nominated by the K-16 Directors and will serve two-year terms. The elementary and high school terms expire on the odd year, and middle school terms expire on the even year.
  - 1.4. The three teachers shall be nominated by the licensed employee agent group and approved by the Superintendent. Teachers will serve two-year terms. The middle school terms expire on the odd year, and the elementary and high school terms expire on the even year.
2. Schedule of Meetings
  - 2.1. LPIC meetings shall be held as needed on the first Wednesday of the month, September through April, and twice in May, on the first and last Wednesdays. Other meetings will be scheduled as often as business requires.



**ADMINISTRATIVE REGULATION—GCIG-R-1**

**LPIC Functional Responsibilities**

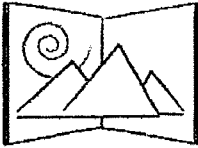
1. The LPIC shall review all school and individual in-service requests for credit and make recommendations regarding approval. Upon LPIC approval, the Executive Director (s) of Evidence Based Learning shall sign the in-service requests. The Executive Director (s) of Evidence Based Learning will review and approve District in-service requests.
  - 1.1. Any District educator may submit to the Evidence-Based Learning Office a request to teach a specific in-service course. The Evidence-Based Learning Office will then arrange for the class according to district guidelines.
  - 1.2. Any District educator or principal may submit to the Evidence-Based Learning Office a request for in-service training. The Evidence-Based Learning Office will then arrange for the class according to district guidelines.
  - 1.3. Before a District, school or individual course is approved, the instructor(s) must have a resume on file with the Evidence-Based Learning Office as well as a course syllabus, a student evaluation plan, and a statement of the desired academic outcome. Any in-service class for salary lane credit must be approved before the class begins.
  - 1.4. Any in-service for credit must carry the signature of a central office sponsor.
  - 1.5. Lane change credit will be granted for all courses approved by the Utah State Office of Education (USOE) and posted for credit on CACTUS. Credit will be granted for courses taught by other agencies as long as the courses are submitted to and approved by the LPIC before the course begins and the course meets all other policy requirements.
  - 1.6. Only requests received by the 25th of each month will be assured consideration at the next LPIC meeting.
  - 1.7. The following criteria will be used for in-service evaluation:
    - 1.7.1. The request meets an established district need.
    - 1.7.2. Fourteen (14) clock hours (60-minute sessions) of classroom instruction are required for each one (1) semester hour of credit. Clock hours are considered as direct instruction. Lab activities, homework, or time for meals cannot be counted.
    - 1.7.3. With the exception of LPIC approved School and Individual Professional Development used to take approved classes, all in-service credit awarded must be earned after contract hours.
  - 1.8. Clarification of lane change credit:
    - 1.8.1. Credit for salary lane changes will be granted for resident (on-campus) college credit, USOE approved credit, District approved credit, and LPIC approved in-service credit.
  - 1.9. An in-service class offered out of the District may be approved for salary lane





change credit if it is recommended by one or more District administrators as meeting an assessed District need.

- 1.9.1. In-service training where teachers receive a stipend may be counted for salary lane change and may count toward state recertification. A stipend will be considered as an hourly payment or honorarium for attendance. District stipends will be based on the Elective In-Service Rubric (See, GCIG-R-Exhibit-1). An honorarium will be considered a payment fee, not a reimbursement for expenses.
- 1.9.2. With the exception of School and Individual Professional Development Days, stipends given to in-service instructors will be based on the Educator's Hourly Rate, plus the same rate for an agreed upon number of preparation hours not to exceed the total number of hours of instruction.
- 1.9.3. In-service classes held on contract time may carry salary lane change credit. If administrators are involved in approved in-service training courses for credit, compensatory time may be arranged upon approval of the K-16 Director.
- 1.9.4. University credit will be accepted on a semester-hour basis.
- 1.9.5. Canyons District contract employees must submit application forms and pay a registration fee based on the number of credit hours for which they register. Any changes in the fee structure must be approved by the Professional Staff Improvement Committee and the District Administration.
- 1.9.6. Salary lane change credit will be processed in the Human Resources Department in accordance with Policy—GBC—Staff Salary Schedules and Compensation, which details educator responsibilities.
2. The LPIC shall assist with in-service needs assessment by reviewing assessment instruments and making recommendations related to assessment procedures.
3. The school principal or his/her designee shall serve as the in-service information disseminator at each school.
4. The LPIC shall screen all applications for sabbatical leave according to Policy—GCCAF—Sabbatical Leave, and make recommendations to the Superintendent for approval.
  - 4.1. The number of people approved for sabbatical leave is determined by the Board. All applications must be approved by the Board before being granted.
  - 4.2. When a sabbatical leave is successfully completed, a copy of the educational program and a transcript of credit and a report will be submitted to the LPIC for review. The LPIC will notify the Superintendent of successful completion or failure to comply.
  - 4.3. Personnel on sabbatical leave must submit a progress report to the LPIC by February 15 of the year the leave is granted. The report is to include the date the employee intends to return to full-time status. Following review by the LPIC, the report will be forwarded to the Human Resources Department.
  - 4.4. An employee returning from a one (1) year sabbatical leave will be placed in the



same school and position as was held at the time the leave was granted, unless he or she requests otherwise. His/her replacement will be hired on a temporary basis and will be so advised upon hiring.

5. The LPIC shall screen all applications for educational leave according to Policy—GCCAE—Educational Leave, and make recommendations to the Superintendent for approval.
  - 5.1. The number of people approved for educational leave is determined by the Board.
6. Personnel on educational leave must submit a progress report to the LPIC by February 15 of the year the leave is granted. 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 LPIC, the report will be forwarded to the Human Resources Department.
7. When an educational leave is successfully completed, a copy of the outline of studies and a transcript of credit and a report will be submitted to the LPIC and the Superintendent for review.
8. The LPIC shall screen all applicants for short-term, less than four-week paid educational leaves associated with Fulbright scholarships and exchanges.
9. The LPIC will function to assist District educators with licensing and endorsement needs in accordance with the standards and guidelines of the Utah State Board of Education.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

***CANYONS BOARD OF EDUCATION***

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.

GD - Support Staff

POLICY—GDCG—RELEASED TIME FOR ESP EMPLOYEE AGENT GROUP PRESIDENT

	<b>DISTRICT CODE:</b> GDCG	<b>ADOPTED:</b> 6.22.11 (NEG)
	<b>RESCINDS:</b> ASB NEG	<b>ADOPTED:</b> 6.12.07
<b>BOARD POLICY</b>		
1. The Board authorizes the release of the Educational Support Professional (ESP) employee agent group president as specified below and directs the Administration to allow such absences according to the following provisions:		
	<b>DISTRICT CODE:</b> GDCG-R	<b>APPROVED:</b> 6.22.11
<b>ADMINISTRATIVE REGULATION—GDCG—R</b>		
<p>1. The employee agent group president, when serving on a released-time basis, will be released from his/her current assignment. The employee agent will reimburse the District the total salary and benefits of the president for such released time.</p> <p>2. The released time president will declare whether it is his/her intention to return to his/her assignment previously held. If so, at the completion of his/her term of office, the Association president will be returned to the school building, department or site where previously assigned.</p> <p>3. The right of return to the same position will exist for a maximum of two (2) years. If a request is made for an additional term of office, the president will be guaranteed a return to the District in a position for which he/she is qualified. The return after three (3) years may not necessarily be in the same building, department, or site which the president left.</p> <p>4. If appropriate, the individual(s) replacing the released-time president will be advised that the placement is for a limited term.</p> <p>5. Time served as released president will be counted for purposes of experience credit on the District salary schedule. The released president will accrue all sick leave, personal leave and other leave allowed by District policy.</p> <p>6. If the employee agent group president is not serving on a full-time released-time basis, the following provisions will apply:</p> <p>6.1. The employee agent shall be allowed up to ten (10) days per year for its president to perform employee agent business.</p> <p>6.2. The employee agent shall pay appropriate salary and benefit costs for days used up to ten (10).</p> <p>6.3. These ten (10) working days of release time does not include time spent on District assigned committee/task force meetings.</p> <p>6.4. For time spent on District-assigned committee/task force meetings, the employee agent group president must present a document to his/her supervisor, signed by the Superintendent, authorizing the released time.</p> <p>6.5. The normal notification procedures used for leave shall be followed.</p>		
<b>EXHIBITS</b>		
None		
<b>REFERENCES</b>		
None		
<b>FORMS</b>		
None		
CANYONS BOARD OF EDUCATION		

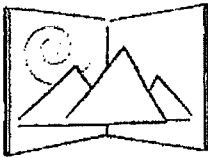
 Policy GDCG-Release Time for ESP Employee Agent Group President.pdf - 8.30.2011

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.

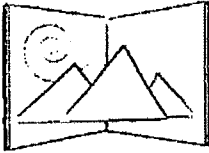
Monday, 27 June 2011

Posted in: GD - Support Staff

Tags: Board Approved 2011-2012

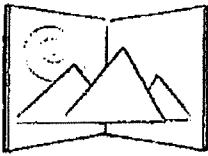


<b>SECTION G: POLICY—GCIG—LOCAL PROFESSIONAL IMPROVEMENT COMMITTEE</b>		
	<i>DISTRICT CODE:</i> GCIG	<i>ADOPTED:</i> TBD (NEG)
	<i>RESCINDS:</i> AA421	<i>ADOPTED:</i> 7/10/07
<b><u>BOARD POLICY</u></b>		
<p>1. The Board of Education recognizes the value of a competent, professionally trained teaching staff and authorizes the establishment of a Local Professional Improvement Committee (LPIC) to encourage, guide, and reward the professional development of staff members.</p> <p>2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.</p>		
	<i>DISTRICT CODE:</i> GCIG-R	<i>APPROVED:</i> TBD
<b><u>ADMINISTRATIVE REGULATION—GCIG—R</u></b>		
<p>1. Membership</p> <p>1.1. The Canyons School District LPIC shall consist of the following members:</p> <p>1.1.1. The Director (s) of Evidence-Based Learning.</p> <p>1.1.2. Two principals (representing elementary and secondary).</p> <p>1.1.3. Five teachers (representing elementary and secondary).</p> <p>1.2. The Director (s) of Evidence-Based Learning shall act as chairperson(s). The chairperson(s) shall vote only in the case of a tie.</p> <p>1.3. The two principals shall be nominated by the Chief Academic Officer and will serve two-year terms. The elementary term expires on the odd year, and secondary term expires on the even year.</p> <p>1.4. Two (2) teachers shall be nominated by the employee agent group and approved by the Superintendent and three (3) teachers appointed at large by the Superintendent.</p> <p>2. Teachers will serve two-year terms. Schedule of Meetings</p> <p>2.1. LPIC meetings shall be held as needed and scheduled on a monthly basis.</p>		
	<i>DISTRICT CODE:</i> GCIG-R-1	<i>APPROVED:</i> TBD
<b><u>ADMINISTRATIVE REGULATION—GCIG-R-1</u></b>		
<b><u>LPIC Functional Responsibilities</u></b>		



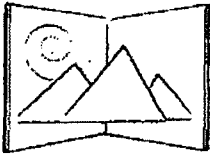
1. The LPIC shall review all school and individual in-service requests for credit and make recommendations regarding approval. Upon LPIC approval, the Director(s) of Evidence Based Learning Curriculum and Professional Development shall sign the in-service requests. The Director(s) of Evidence Based Learning will review and approve District in-service requests.
  - 1.1. The LPIC committee will review requests to teach specific-in-service courses from any District educator. If approved, the Evidence-Based Learning Office will arrange for the class to be taught according to district guidelines.
  - 1.2. Any District educator or principal may submit to the Evidence-Based Learning Office a request for in-service training. If approved, the Evidence-Based Learning Office will arrange for the training and support.
  - 1.3. Before a District, school or individual course is approved, the instructor(s) must have a resume on file with the Evidence-Based Learning Office as well as a course syllabus, a student evaluation plan, and a statement of the desired outcome. Any in-service class for salary lane credit must be approved before the class begins.
  - 1.4. Credit will be granted for courses taught by other agencies, including the Utah State Office of Education (USOE) as long as the courses are submitted to and approved by the LPIC and the course meets all other policy requirements.
  - 1.5. Only requests received by the 25th of each month will be assured consideration at the next LPIC meeting.
  - 1.6. The following criteria will be used for in-service evaluation:
    - 1.6.1. The request meets an established district need.
    - 1.6.2. Fourteen (14) clock hours (60-minute sessions) of classroom instruction are required for each one (1) semester hour of credit. Clock hours are considered as direct instruction. Lab activities, homework, or time for meals cannot be counted.
    - 1.6.3. With the exception of LPIC approved School and Individual Professional Development used to take approved classes, all in-service credit awarded must be earned after contract hours.
  - 1.7. Clarification of lane change credit:
    - 1.7.1. Credit for salary lane changes will be granted for resident (on-campus) college credit, USOE approved credit, District approved credit, and LPIC approved in-service credit.
  - 1.8. An in-service class offered out of the District may be approved for salary lane change credit if it is recommended by one or more District administrators as meeting an assessed District need.
    - 1.8.1. In-service training where teachers receive a stipend may be counted for salary lane change and may count toward state recertification. A stipend will be considered as an hourly payment or honorarium for attendance. District stipends will be based on the In-Service Compensation Rubric (See, GCIG-R-Exhibit-1). An honorarium will be

*Guidance*



- considered a payment fee, not a reimbursement for expenses.
- 1.8.2. With the exception of School and Individual Professional Development Days, stipends given to in-service instructors will be based on the Educator's Hourly Rate, plus the same rate for an agreed upon number of preparation hours not to exceed the total number of hours of instruction.
- 1.8.3. In-service classes held on contract time may carry salary lane change credit. If administrators are involved in approved in-service training courses for credit, compensatory time may be arranged upon approval of the Office of School Accountability.
- 1.8.4. University credit will be accepted on a semester-hour basis.
- 1.8.5. Canyons District contract employees must submit application forms and pay a registration fee based on the number of credit hours for which they register. Any changes in the fee structure must be approved by the LPIC and the District Administration.
- 1.8.6. Salary lane change credit will be processed in the Human Resources Department in accordance with policy GCB - Staff Salary Schedules and Compensation, which details educator responsibilities.
- 2. The LPIC shall assist with in-service needs assessment by reviewing assessment instruments and making recommendations related to assessment procedures.
- 3. The school principal or his/her designee shall serve as the in-service information disseminator at each school.
- 4. The LPIC shall screen all applications for sabbatical leave according to policy GCCAF-Sabbatical Leave, and make recommendations to the Superintendent for approval.
  - 4.1. The number of people approved for sabbatical leave is determined by the Board. All applications must be approved by the Board before being granted.
  - 4.2. When a sabbatical leave is successfully completed, a copy of the educational program and a transcript of credit and a report will be submitted to the LPIC for review. The LPIC will notify the Superintendent of successful completion or failure to comply.
  - 4.3. Personnel on sabbatical leave must submit a progress report to the LPIC by February 15 of the year the leave is granted. The report is to include the date the employee intends to return to full-time status. Following review by the LPIC, the report will be forwarded to the Human Resources Department.
  - 4.4. An employee returning from a one (1) year sabbatical leave will be placed in the same school and position as was held at the time the leave was granted, unless he or she requests otherwise. His/her replacement will be hired on a temporary basis and will be so advised upon hiring.
- 5. The LPIC shall screen all applications for educational leave according to policy GCCAE - Educational Leave, and make recommendations to the Superintendent for approval.
  - 5.1. The number of people approved for educational leave is determined by the Board.
- 6. Personnel on educational leave must submit a progress report to the LPIC by February

*leadership -  
 TO GO TO  
 T.F. School Performance*



15 of the year the leave is granted. 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 LPIC, the report will be forwarded to the Human Resources Department.

7. When an educational leave is successfully completed, a copy of the outline of studies and a transcript of credit and a report will be submitted to the LPIC and the Superintendent for review.
8. The LPIC shall screen all applicants for short-term, less than four-week paid educational leaves associated with Fulbright scholarships and exchanges.
9. The LPIC will function to assist District educators with licensing and endorsement needs in accordance with the standards and guidelines of the Utah State Board of Education.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

***CANYONS BOARD OF EDUCATION***

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  
Contract Year 2012-13

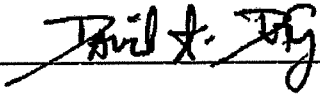
**Proposal**

Canyons School District proposes that District Policy GCCAG be revised to meet current state code. This policy revision will be completed prior to May 31, 2012


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

Date: 5-2-12

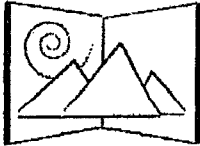
For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_





**SECTION G: POLICY—GCCAG—RELEASED TIME FOR LICENSED EMPLOYEE AGENT  
 GROUP PRESIDENT**

	<i>DISTRICT CODE:</i> GCCAG	<i>ADOPTED:</i> 8.30.11
	<i>RESCINDS:</i> A5 NEG	<i>ADOPTED:</i> 6.12.07

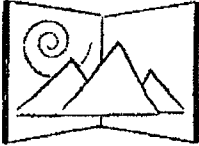
**BOARD POLICY**

1. The Board authorizes the release of the licensed employee agent group president as specified below and directs the Administration to allow such absences according to the following provisions:
2. The Board authorizes the Superintendent and the District Administration to establish administrative regulations consistent with this policy.

	<i>DISTRICT CODE:</i> GCCAG-R	<i>APPROVED:</i> 8.30.11
--	----------------------------------	-----------------------------

**ADMINISTRATIVE REGULATION—GCCAG—R**

1. The employee agent group president, when serving on a full-time or half-time basis, will be released from his/her teaching position for the equivalent amount of time. The employee agent will reimburse the District the comparable salary and benefits for such released time.
2. The released time president will declare by February 1 whether it is his/her intention to return to the teaching assignment previously held. If so, at the completion of his/her term of office, the employee agent group president will be returned to the school building where previously assigned. The assignment will be in the major and/or minor field of certification. The right of return will not include reassignment of extra curricular or appointed positions previously held.
3. The right of return to the same position will exist for a maximum of two (2) years. If a request is made for a second two-year period, the president will be guaranteed a return to the District in a position for which he/she is qualified. The return after four (4) years may not necessarily be in the same building which the president left.
4. If appropriate, the individual(s) replacing the released-time president will be advised that the placement is for a limited term.
5. Time served as released president will be counted for purposes of experience credit on the District salary schedule. The released president will accrue all sick leave, personal leave and other leave allowed by District policy.
6. If the employee agent group is not serving on a full-time basis, the following provisions will apply:



- 6.1. The employee agent shall be allowed up to ten (10) days per year for its president to perform employee agent business.
- 6.2. The employee agent shall pay appropriate salary and benefit costs for days used up to ten (10) days.
- 6.3. These ten (10) working days of release time does not include time spent on District assigned committee/task force meetings.
- 6.4. For time spent on District-assigned committee/task force meetings, the employee agent group president must present a document to his/her supervisor, signed by the Superintendent, authorizing the released time.
- 6.5. The normal notification procedures used for leave shall be followed.

**EXHIBITS**

None

**REFERENCES**

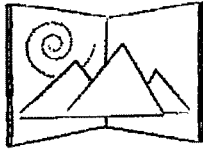
None

**FORMS**

None

***CANYONS BOARD OF EDUCATION***

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.



**CANYONS**  
School District  
*"Celebrating the Highest  
Standards of Educational Excellence"*

*Superintendent of Schools*  
David S. Doty, J.D., Ph.D.  
Phone: 801-826-5011  
Fax: 801-826-5053  
david.doty@canyonsdistrict.org

April 9, 2012

Ross Rogers, President  
Canyons Education Association  
875 East 5180 South Suite #1  
Murray, UT 84107

Re: Association Leave

Dear Ross:

I am writing in response to your request for paid leave in conjunction with your duties as president of the Canyons Education Association for the 2011-2012 and 2012-2013 school years. On behalf of the Board of Education, I am authorized to grant such leave, on a limited basis, pursuant to the terms and conditions outlined in Utah Code Ann. § 53A-3-425 (Association leave—District policy) and Canyons School District policy.

Leave for licensed employees for the purpose of engaging in activities with employee agent groups is governed by District policies GCCAK (Release Time Regulations Instructional Staff (Licensed)) and GCCAG (Released Time for Licensed Employee Agent Group President)). My understanding is that you, like your predecessor, Tony Romanello, do not desire to serve as CEA president on a full- or half-time basis. Therefore, CSD GCCAG-R § 6.1 applies, which states: "The employee agent shall be allowed up to ten (10) days per year for its president to perform employee agent business."

This policy also states: "The employee agent shall pay appropriate salary and benefit costs for days used up to ten (10) days" and "These ten (10) working days of release time does [sic] not include time spent on District assigned committee/task force meetings." Policy GCCAG-R §§ 6.2-6.3.

With respect to the specific application of this policy to your activities as CEA president, the expectations of me, the Board of Education, and your supervisor, Dr. Darren Draper, are the following:

- 1) Time spent preparing for, attending, or following up on meetings with CEA or Uniserv employees and or members during regular contract hours should be tracked and submitted to your supervisor for approved unpaid leave that will count against this ten (10) day limit.
- 2) Time spent communicating with CEA membership, whether by regular or electronic mail, by telephone, or in person, during regular contract hours should be tracked and submitted to your supervisor for approved unpaid leave that will count against this ten (10) day limit. Such activities include, but are not limited to, phone calls with CEA membership or Uniserv staff, email communication with CEA membership or Uniserv staff, and the collection of survey data from CEA members.

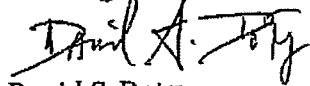
David S. Doty, J.D., Ph.D. - Superintendent of Schools  
9150 S. 500 West, Sandy, Utah 84070 | O: 801.826.5000 | F: 801.826.5053  
[www.canyonsdistrict.org](http://www.canyonsdistrict.org)

- 3) Time spent attending meetings of, or conducting official business for, the UEA, CEA, or their affiliates during regular contract hours should be tracked and submitted to your supervisor for approved unpaid leave that will count against this ten (10) day limit. Such activities include time spent preparing for, and participating in, UEA or CEA board or membership meetings, attendance at UEA conferences or conventions, and labor negotiations with District administration.
- 4) You must seek, and obtain written approval, from your immediate supervisor, Dr. Darren Draper for any paid released time you desire for activities conducted in your role as CEA president but which provide a direct benefit to the school district. Such activities include representing the District's licensed educators a) on a board or committee, such as the CSD Foundation, a curriculum development committee, insurance committee, or catastrophic leave committee; b) at a District leadership meeting (including standing meetings with the Superintendent); or c) at a workshop or meeting conducted by the school board.
- 5) You may not, during any approved paid released time, engage in any political activity, including a) advocating for or against a candidate for public office in an election; b) soliciting a contribution for a political action committee, a political issues committee, a political party, or a candidate; and c) initiating, drafting, soliciting signatures for, or advocating for or against a ballot proposition.
- 6) You are expected to maintain and submit time records to your immediate supervisor, Dr. Darren Draper, which track the specific activities, and the time spent on such activities, during approved paid released time.

Any willful violation of these expectations may subject you to disciplinary action under the personnel policies governing all District employees. That said, I respect your professionalism and have full confidence that you and CEA will honor these parameters with fidelity.

If you have any questions, or need additional clarification, please feel free to contact me or Dr. Draper. I appreciate all you do on behalf of licensed educators in Canyons School District and look forward to our continued association in the months to come.

Best regards,



David S. Doty  
Superintendent

Cc: Darren Draper  
Stephen Dimond

Negotiations  
Contract Year 2012-13

**Proposal**

CEA proposes that the English Speaking educator in the District's Dual Immersion programs receive an annual stipend of \$1200.

1,000. AP  
ASD

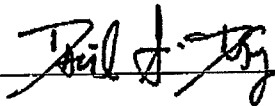
**Rationale**

While we recognize that the state has not increased the funding for these programs, the English speaking educators has a double work load in many aspects of the job. This small stipend recognizes the additional work required in order for these programs to be successful.

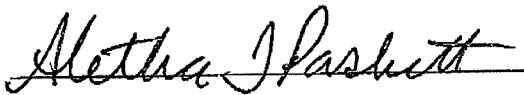
Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association

Date: 4-26-12

For Canyons School District:



For Canyons Education Association



Negotiations 2012

Memorandum of Understanding

The Canyons Education Association and the Canyons School District agree that for the 2012-13 contract year Canyons District Policy GCK-Assignments and Transfers of Professional Staff will be modified to allow for the Grade Reconfiguration process.

This memo modifies the dates of notification for the modifications in the transfer timelines as outlined in the Grade Reconfiguration process attached to this memo.

For Canyons Education Association

*Althea J. Pashett*

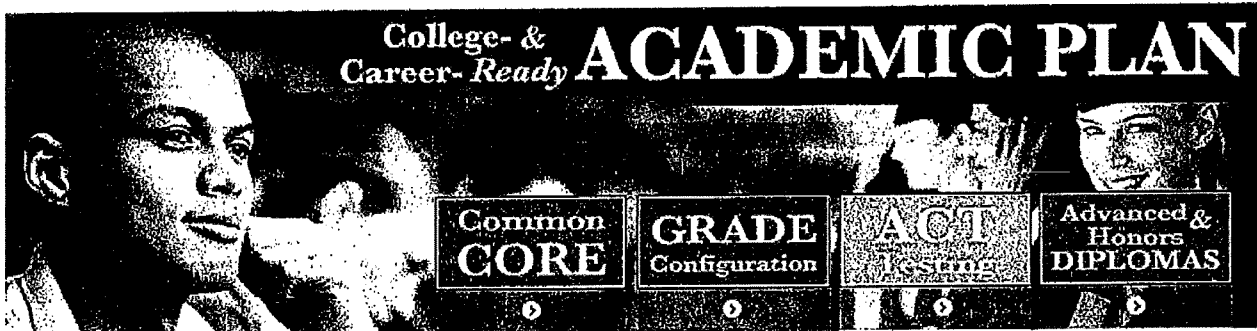
Date: 4-26-12

For Canyons School District

*David A. Jorg*

search...

- About
- Leadership
- Schools
- Departments
- Parents & Students
- Employees
- Community
- Job Seekers



Academic Plan

Common Core State Standards

Grade Reconfiguration

ACT Testing

Advanced & Honors Diplomas

Middle School Schedules

Thursday, 26 January 2012 12:42

## Grade Reconfiguration Timeline

Print



## What's Ahead? A Timeline



- How will I be affected?
- How can I prepare myself?
- What's the process?
- What's the timeline?

The ramp-up calendar for the new configuration is not set in stone. However, we have come up with the following tentative timeline to assist our employees with their planning.

- Oct. 15 to Dec. 2, 2012: New High School Hiring
- Dec. 3, 2012 to March 28, 2013: Reconfiguration Teacher Transfer Window
- March 29, 2013: Obligatory Transfer Placements
- April 1 to May 30, 2013: Teacher Transfer Window
- May 31, 2013: Open Hiring
- Mid-August 2013 Teacher Transfer Window Closed

Last modified on Friday, 27 January 2012 16:46

Like this? Tweet It to your followers!

Published in Academic Plan

Social sharing

Latest from

GC - Professional / Instructional Staff

POLICY—GCK—ASSIGNMENTS AND TRANSFERS OF PROFESSIONAL STAFF

SECTION G: POLICY—GCK—ASSIGNMENTS AND TRANSFERS OF PROFESSIONAL STAFF

<b>DISTRICT CODE:</b>	<b>ADOPTED:</b>
GCK	8.30.11 (NEG)
<b>RESCINDS:</b>	<b>ADOPTED:</b>
DP304 NEG	8.27.69

**BOARD POLICY**

1. The primary consideration in employee obligatory, voluntary and involuntary transfers will be the maintenance of a sound and balanced education program that is consistent with the function and responsibilities of the District, i.e. educating students to be college and career ready.
2. The Board of Education authorizes the Superintendent and the District Administration to develop administrative regulations consistent with policy.

<b>DISTRICT CODE:</b>	<b>APPROVED:</b>
GCK-R	8.30.11

**ADMINISTRATIVE REGULATION—GCK—R**

1. When a reduction in staff is necessary within a school/department, Obligatory Transfer Procedures shall be followed.
2. Human Resource administrative regulations for Voluntary and Involuntary Transfers consistent with Policy—GCK Professional Staff Assignments and Transfers shall be followed.

<b>DISTRICT CODE:</b>	<b>APPROVED:</b>
GCK-R-1	8.30.11

**ADMINISTRATIVE REGULATION—GCK—R-1 (Obligatory Transfer Procedures)**

1. When an Obligatory Transfer becomes necessary a call for volunteers shall be made and if there are none, selection shall be made in reverse order of total District seniority. Total District seniority is defined as total years of continuous service with the District using the licensed employee's most recent hire date. Exceptions will be made when such a selection would result in creating a program need which could not reasonably be filled by remaining faculty members in that school. The principal, in cooperation with the appropriate Executive Director K-16, shall determine the program needs.
  - 1.1. A secondary program need shall be based upon the primary teaching assignment.
  - 1.2. The person in charge of each secondary extracurricular activity may be exempted.
2. When identifying the licensed employee with the least total District seniority, the Human Resources Department shall rank the seniority of all licensed employees within the school/department.
3. Half-time employees, based on seniority, shall only be considered for half-time positions. Half-time employees may apply for full-time positions through the voluntary transfer procedure.
4. Licensed employees identified for an Obligatory Transfer shall list their placement. Positions will be filled by the Human Resources Department with consideration given to the licensed employee's placement preference.
5. Whenever possible, a licensed employee who is an Obligatory Transfer will be notified of their placement before the end of the school year. After the licensed employee has been placed, the licensed employee may seek a different placement through the voluntary transfer procedure.
6. If a licensed employee refuses to accept the first position offered for which he/she is qualified, the Board is relieved of further obligation to the licensed employee.
7. Licensed employees who are Obligatory Transfers will have the following right to return:
  - 7.1. When, at least 10 days prior to New Teacher Orientation, the school they transferred from has an opening for which they are qualified. The employee will be notified of the opening and the opportunity to return extended.
  - 7.2. For two school years and will be in direct order of total District seniority. The licensed employee will provide notice of his/her desire to return by completing the applicable section of the annual Educator's Intent to Return Form.
8. When an Obligatory Transfer cannot be placed in a position commensurate with appropriate endorsements and skill requirements, Policy GCQA—Instructional Staff Reduction In Force will be implemented.



	DISTRICT CODE: GCK-R-2	APPROVED: 8.30.11
<b>ADMINISTRATIVE REGULATION—GCK—R-2 (Voluntary Transfer Procedures)</b>		
<p>1.The Human Resources Department will identify and advertise all known job vacancies, together with required endorsements and skill requirements, on the District's web site at <a href="http://www.canyonsdistrict.org">www.canyonsdistrict.org</a>.</p> <p>2.A sixty calendar day licensed employee transfer window shall be established, where principals will interview at least two qualified transfer candidates if available, beginning the first posting date for licensed positions for the coming school.Licensed employees will receive written notification when postings begin.</p> <p>3.Licensed employee voluntary transfer requests will be accepted until 10 working days prior to New Teacher Orientation.</p> <p>4.All positions filled after January 1 of the current school year (except media specialists, counselors, and District level positions) must be re-advertised for the coming school year.</p> <p>5.All vacancies for the coming school year occurring during the transfer window, shall be advertised for five working days. Licensed employees will make transfer requests according to the following procedures:</p> <p>5.1. A Licensed Transfer Request form will be completed and emailed to Human Resources no later than the published closing date. Human Resources will email a verification of receipt to the employee and current supervisor. Additional requests for transfers can be accomplished by calling/emailing Human Resources no later than the published closing date.</p> <p>5.2. Using a common set of criteria such as personnel files, requested qualifications, experience, etc., principals will review requests for transfer and select the candidates to be interviewed. Candidates who are interviewed but not offered a position will be notified in a timely manner by the local school.</p>		
	DISTRICT CODE: GCK-R-3	APPROVED: 8.30.11
<b>ADMINISTRATIVE REGULATION—GCK—R-3 (Involuntary Transfer Procedures)</b>		
<p>1.A principal or immediate supervisor may request the involuntary transfer of a licensed employee when in his/her judgment it will benefit the licensed employee, the school, or the District. Involuntary transfer requests, stating specific reasons for the request, shall be made to the Supervisor Assistance Team. The Supervisor Assistance Team shall review the request and recommend approval or denial to the Executive Director of Human Resources. Upon final approval of the Executive Director of Human Resources, a copy of the involuntary transfer request and notification of the employee's placement shall be given to the licensed employee. Involuntary transfer placements shall occur at the same time as Obligatory Transfer placements, whenever possible.</p> <p>2.After the licensed employee has been placed, the licensed employee may seek a different placement through the voluntary transfer procedure (Refer to Administrative Regulation—GCK—R-2).</p> <p>3.Involuntary transfers during the school year shall be avoided.</p>		
<b>EXHIBITS</b>		
None		
<b>REFERENCES</b>		
None		
<b>FORMS</b>		
None		
CANYONS BOARD OF EDUCATION		

[Policy-GCK-Assignments\\_and\\_Transfers\\_Professional\\_Staff.pdf](#)

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.

Thursday, 29 September 2011

Posted In: CC - Professional / Instructional Staff

Tags: Board Approved 2011-2012

Negotiations 2012

Memorandum of Understanding

The Canyons Education Association and the Canyons School District agree that for the 2012-13 contract year Canyons District Policy GCQC-Resignations of Instructional Staff will be modified to allow for the Grade Reconfiguration process.

This memo modifies the dates of notification for the resignations and fines as outlined in the Grade Reconfiguration process attached to this memo.

For Canyons Education Association

*Aletta J. Paschett*

Date: 4-26-12

For Canyons School District

*Paul J. [Signature]*

GC - Professional / Instructional Staff

POLICY—GCQC—RESIGNATION INSTRUCTIONAL STAFF (LICENSED)

<b>SECTION G: POLICY—GCQC—RESIGNATION INSTRUCTIONAL STAFF (LICENSED)</b>		
	<i>DISTRICT CODE:</i> GCQC	<i>ADOPTED:</i> 6.8.04
	<i>RESCINDS:</i> DP318	<i>ADOPTED:</i> 6.8.01
<b><u>BOARD POLICY</u></b>		
<p>1. The Board recognizes that, under extenuating circumstances, an employee of the District may request termination of his/her contract, that the appropriate office of the District may request the termination of a contract, and that by mutual agreement between the District and the employee, an employee's contract may be terminated.</p> <p>2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.</p>		
	<i>DISTRICT CODE:</i> GCQC-R	<i>APPROVED:</i> 6.8.04
<b><u>ADMINISTRATIVE REGULATION—GDQB—R: (Notice and Release)</u></b>		
<p>Proper notice of resignation in writing shall be submitted through the school principal to the Superintendent and the Board. This notice shall be filed with the Human Resources Department. The resignation policy shall be administered in accordance with the following regulations:</p> <p>1. Employees are expected to adhere to the conditions of the contract until it has been terminated legally or by mutual consent.</p> <p>2. The employee may be released from the contract at any time for reasons such as maternity or adoption of a child, transfer of spouse, military service, illness, etc.</p> <p>3. When requesting contract termination, licensed personnel must give at least thirty (30) days written notice. Failure to give such notice will result in an assessment of \$500 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.</p> <p>4. Employees resigning during the contract year will be assessed the costs of a long-term substitute for any leave days used during the last thirty (30) days of their employment.</p>		
<b><u>EXHIBITS</u></b>		
None		
<b><u>REFERENCES</u></b>		
None		
<b><u>FORMS</u></b>		
None		
CANYONS BOARD OF EDUCATION		

**Policy-GCQC-Resignation\_Instructional\_Staff\_Licensed.pdf**

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 600 West Sandy, UT 84070.

Negotiations

Contract Year 2012-13

**Proposal**

CEA proposes that Canyons District Policy HCB Scope of Negotiations will remain in effect unless brought through the negotiations process.

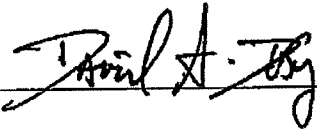
**Rationale:**

We believe that work done last year in the revisions in the policy manual were successful.

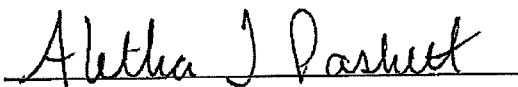
Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association

Date: 4-26-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

Negotiations  
Contract Year 2012-13

**Proposal**

CEA proposes that the District not impose any increase in the insurance premium for the 2012-13 school year.

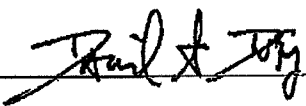
**Rationale**

Based on the current usage and fund balance we believe that fund needed to pay the costs is solvent and with the proposed changes to the plan year, the plan can continue on the current premium.

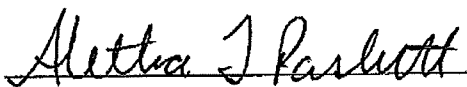
Tentative Agreement  
Between  
Canyons School District  
&  
Canyons Education Association

Date: 4-26-12

For Canyons School District:

  
\_\_\_\_\_

For Canyons Education Association

  
\_\_\_\_\_

## Negotiations

Contract Year 2012-13

### Proposal

CEA proposes that District employees be assigned a "My Documents" folder through the AD/OD (Active Directory/Open Directory).

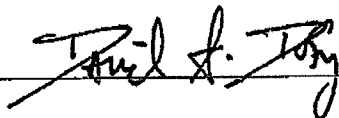
### Rationale:

This would allow educators to access documents stored in these files access from anywhere.

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

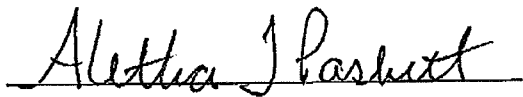
Date: 4-26-12

For Canyons School District:



---

For Canyons Education Association



---