

Tentative Agreement Between
Canyons School District
&
Canyons Educational Support Professionals Association
For the 2018-2019 Contract Year

The District's administration consisted of:

- Dr. Jim Briscoe, Superintendent
- Leon Wilcox, Business Administrator
- Dan Harper, Legal Counsel
- Everett Perry, Associate Director of Human Resources

Representing the Canyons Educational Support Professionals Association (CESPA):

- Karl Banks, Transportation, Mechanic
- Robert Martin, Facilities, Locksmith
- Kathy Hilton, Corner Canyon, Head Secretary
- Brandon Wolfe, Facilities, Energy Specialist
- Andrew Markus, Bella Vista, Assistant Facilities Manager
- Tyler Allred, Union Middle, Assistant Facilities Manager

Both parties agreed to the following compensation package (amounts include retirement, FICA/Medicare, and worker's compensation benefits paid by the District)

1. The District will fully fund increment steps for eligible employees. (Step costs are \$1,143,866 or 2.14%)
- 2.
3. The District will fund a 2.25% cost of living increase (COLA) to the base of the Education Support Professional (ESP) salary schedule. This will be done by adding a 2.25% increase to step one with each subsequent step being adjusted as indicated on the salary schedule which is attached. (The cost for the COLA is \$1,201,979)
4. The District will fund a \$500 one-time stipend for all ESP employees which will be paid on the November 15, 2018 payroll date. The stipend will be allocated on FTE status in Skyward on October 15 (for example 1.0 FTE = \$500; 0.5 FTE = \$250). ESP employees must be employed as of October 15th to be eligible. Hourly ESP employees, employed as of October 15, 2018, will receive a \$100 one-time stipend on their November 15, 2018 pay check. (The cost of this stipend is \$635,811 or 1.17%)
5. The District will maintain health premiums with no increase between July 1, 2018 and December 31, 2018. The ESP employees agree to the recommendations of the District Insurance Advisory Committee (DIAC) regarding the insurance premium increase. Employees

on the traditional plans will have a 3% premium increase beginning January 2019. Employees on the qualified high deductible plan will have a 0% premium increase beginning January 2019. For both plans the District will increase its share of the premiums by 3%. The employee premium sheet, effective January 2019, is attached.


Note: Total value of this increase compensation package for ESP employees is \$2,981,656 or 5.56%.

6. The District will maintain the same number of working days and hours for current contracted employees. Exceptions to this for individuals would follow regular District policy guidelines.
7. The following policies agreed to by the District's administration and CESPAs will be referred to the Board's Policy Committee for possible inclusion in the District's written policy.
 - a. Policy-420.3-Hours of Work (ESP)
 - b. Policy-420.7-School Bus Operators, Routing and Scheduling
8. The District agrees to establish a study group to analyze the lane positions of all Para-Educators, School Administrative Assistants, and Custodians, with the possible purpose of adjusting the aforementioned employees into a multi-lane salary structure. The study group will include a member of each proposed position along with a member of CESPAs. Furthermore, the group will analyze the number of employees other school districts employ for these positions.
9. The following practices agreed to in previous year's agreements, will be referred to the Board's Policy Committee for possible inclusion in the District's written policies.
 - a. Upon an employee's retirement through the Utah Retirement System and based solely upon sick days accrued by the employee while employed by the Canyons School District on or after July 1, 2009, the District will pay \$100 per day for 25 percent of the employee's accrued, but unused sick leave.
 - b. Policy GDF – Support Staff Hiring
 - i. Salary lane movement for promotions of current employees promoted after January 1st will be given service credit from their previous hire date and eligible for step increments increase.



Representing Canyons School District
Jim Briscoe, Superintendent

5/9/2018
Date



Representing Canyons Education Support Professionals
Karl Banks, President

5-9-2018
Date



DRAFT

Education Support Professional Salary Schedule (2018-2019)

July 1, 2018 - June 30, 2019

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10
1	10.79	12.16	13.75	15.29	16.46	17.47	18.34	19.45	20.75	22.81
2	11.06	12.46	14.09	15.67	16.87	17.91	18.80	19.94	21.27	23.38
3	11.39	12.83	14.51	16.14	17.38	18.45	19.36	20.54	21.91	24.08
4	11.96	13.47	15.24	16.95	18.25	19.37	20.33	21.57	23.01	25.28
5	12.59	14.18	16.04	17.84	19.21	20.39	21.40	22.70	24.22	26.61
6	14.01	15.78	17.84	19.85	21.37	22.68	23.81	25.25	26.94	29.60
7	14.29	16.10	18.20	20.25	21.80	23.13	24.29	25.76	27.48	30.19
8	14.58	16.42	18.56	20.66	22.24	23.59	24.78	26.28	28.03	30.79
9	14.87	16.75	18.93	21.07	22.68	24.06	25.28	26.81	28.59	31.41

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20
1	23.58	24.88	27.37	28.94	30.63	32.40	34.29	36.28	38.36	40.60
2	24.17	25.50	28.05	29.66	31.40	33.21	35.15	37.19	39.32	41.62
3	24.90	26.27	28.89	30.55	32.34	34.21	36.20	38.31	40.50	42.87
4	26.15	27.58	30.33	32.08	33.96	35.92	38.01	40.23	42.53	45.01
5	27.52	29.03	31.92	33.76	35.74	37.81	40.01	42.34	44.76	47.37
6	30.62	32.30	35.51	37.56	39.76	42.06	44.51	47.10	49.80	52.70
7	31.23	32.95	36.22	38.31	40.56	42.90	45.40	48.04	50.80	53.75
8	31.85	33.61	36.94	39.08	41.37	43.76	46.31	49.00	51.82	54.83
9	32.49	34.28	37.68	39.86	42.20	44.64	47.24	49.98	52.86	55.93

COLA increases are calculated on step one of each lane. Steps for each lane are then increased according to the following table.

2	2.50%	5	5.25%	8	2.00%
3	3.00%	6	11.25%	9	2.00%
4	5.00%	7	2.00%		

Effective for the 2020-2021 fiscal year a new step 6 will be inserted between the current step 6 and step 7 (the new step 6 will increase 5.50% from step 5 and the new step 7 will increase 5.75% from step 6). Thus resulting in a 10-step salary schedule.

ESP full-time benefit eligible employees, employed as of October 15, 2018, will receive a one-time \$500 stipend on their November 15, 2018, check.

ESP benefit eligible employees working less than full-time, employed as of October 15, 2018, will receive a one-time prorated stipend according to their FTE status in SKYWARD.

ESP hourly employees, employed as of October 15, 2018, will receive a one-time \$100 stipend on their November 15, 2018, check.

Revised 2018.04.25

Canyons School District
Employee Contribution Amounts - Committee Option
For Plan Year January 1, 2019- December 31, 2019

	Certified			Classified			Administration		
	Employee Contribution	Variance \$	%	Employee Contribution	Variance \$	%	Employee Contribution	Variance \$	%
\$850 Traditional (Base)									
Employee Only	\$191.48	\$5.58	3.00%	\$165.93	\$4.83	3.00%	\$191.48	\$5.58	3.00%
Employee + 1	\$308.16	\$8.98	3.00%	\$267.08	\$7.78	3.00%	\$308.16	\$8.98	3.00%
Employee + Family	\$523.28	\$15.24	3.00%	\$453.55	\$13.21	3.00%	\$523.28	\$15.24	3.00%
\$1500 QHDHP (Base)									
Employee Only	\$90.62	\$0.00	0.00%	\$88.34	\$0.00	0.00%	\$90.62	\$0.00	0.00%
Employee + 1	\$145.82	\$0.00	0.00%	\$134.14	\$0.00	0.00%	\$145.82	\$0.00	0.00%
Employee + Family	\$247.62	\$0.00	0.00%	\$227.76	\$0.00	0.00%	\$247.62	\$0.00	0.00%
\$850 Traditional (Buy-Up)									
Employee Only	\$257.42	\$7.50	3.00%	\$231.88	\$6.75	3.00%	\$257.42	\$7.50	3.00%
Employee + 1	\$414.31	\$12.07	3.00%	\$373.23	\$10.87	3.00%	\$414.31	\$12.07	3.00%
Employee + Family	\$703.53	\$20.49	3.00%	\$633.78	\$18.46	3.00%	\$703.53	\$20.49	3.00%
\$1500 QHDHP (Buy-Up)									
Employee Only	\$142.46	\$0.00	0.00%	\$135.18	\$0.00	0.00%	\$142.46	\$0.00	0.00%
Employee + 1	\$229.26	\$0.00	0.00%	\$217.58	\$0.00	0.00%	\$229.26	\$0.00	0.00%
Employee + Family	\$389.30	\$0.00	0.00%	\$369.44	\$0.00	0.00%	\$389.30	\$0.00	0.00%



1.

POLICY—420.7 EXHIBIT-1	Transportation – School Bus Operator Qualifications	
	<i>ASSOCIATED CSD ADMINISTRATIVE REGULATION:</i>	<i>APPROVED:</i> TBD
<p>The following Exhibit is the Department of Transportation Procedures for School Bus Operator Qualifications.</p> <p><u>Definitions:</u></p> <ol style="list-style-type: none">1. <u>School Bus Operator Continuous Service:</u> Continuous Service shall be defined as working 8 hours in a sixty (60) day period of time within a school calendar year.2. <u>Benefitted School Bus Operator:</u> A benefitted school bus operator is an employee hired for 30 hours or more per week.3. <u>Substitute School Bus Operator:</u> A non-benefitted temporary employee school bus operator.4. <u>School Bus Operator Rover:</u> A benefitted school bus operator hired to be available to work during a set schedule consisting of multiple bus routes. <p><u>Qualifications:</u></p> <ol style="list-style-type: none">1. Class B Commercial Driver's License and Endorsements<ol style="list-style-type: none">1.1. The District will reimburse up to \$25.00 every five years for school bus operator licensure.2. Physical assessment under Department of Transportation (DOT) regulation<ol style="list-style-type: none">2.1. DOT physicals will be available through the District's medical provider and funded every two years. Any additional exams required for the employee will be the responsibility of the employee.3. All school bus operators must pass a physical agility exam as outlined in USBE regulation every two years.4. All school bus operators are required to attend annual in-service prior to operating a school bus.<ol style="list-style-type: none">4.1. CSD employees who attend the District's in-service will be compensated at their current daily rate. If an employee attends in-service training offered by the state or another District, they will not be compensated.5. All school bus operators will attend and maintain current required trainings as defined by state regulation. <p><u>Compensation/Overtime:</u></p>		



1. Drivers shall be paid as follows:
 - 1.1. Driving time, other than field trips and activity runs, shall be paid at the driver's established hourly rate.
 - 1.2. Payment for field trip/activity runs shall be based on actual driving time and layover time plus a one-half hour allowance for inspecting, cleaning and fueling the bus.
 - 1.3. The hourly rate of pay for field trip/activity runs shall be equal to 100 percent of Lane 6, Step 3.
 - 1.4. The hourly rate of pay for substitute bus drivers shall be equal to 100 percent of Lane 6, Step 1.
2. Drivers shall be compensated according to the Standards for Utah School Buses and Operations Manual for time required for pre- or post-trip and for time spent servicing and fueling vehicles.
3. School bus operators are required to obtain approval from the Director of Transportation for overtime.
4. Except in unusual circumstances, drivers shall not be assigned to bus routes or field trip/activity runs which would require them to exceed a 40-hour work week during the traditional calendar year.
 - 4.1. All overtime must be authorized by the Director of Transportation, except under the following circumstances:
 - 4.1.1. If an existing bus route extends beyond the employee's forty (40) hour work week for unforeseen circumstances, overtime is authorized.
 - 4.1.2. If an existing activity run extends beyond the employee's forty (40) hour work week for unforeseen circumstances, overtime is authorized.
5. Non-benefitted bus operators will not be allowed to work more than 28 hours in a work week without approval from the Director of Transportation and Human Resources.

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POLICY—420.7 EXHIBIT-2	Transportation – Assignment of Bus Routes, Field Trips, and Activity Runs	
	<i>ASSOCIATED CSD ADMINISTRATIVE REGULATION:</i>	<i>APPROVED:</i> TBD
<p><u>Assignment of Regular Bus Routes, Field Trips, and Activity Runs:</u></p> <p><u>Definitions:</u></p> <ol style="list-style-type: none">1. <u>Hire date:</u> The date an employee was hired by the CSD Department of Transportation in a position requiring a Commercial Driver's License (CDL).2. <u>School Bus Operator Continuous Service:</u> Continuous Service shall be defined as working 8 hours in a sixty (60) day period of time within a school calendar year.3. <u>Vacancy:</u> A vacancy is an open bus route for bidding by a school bus operator when an employee separates from the District or an employee resigns a benefitted bus route from the District.4. <u>Two-hour minimum:</u> All employees will be paid a two-hour minimum for route assignments less than two hours. All employees paid a two-hour minimum are expected to work the full two-hours performing additional assignments within the Department of Transportation.<ol style="list-style-type: none">4.1.1. Failure to work for the full two-hours will result in being paid only for actual time worked.4.1.2. Assignments that extend beyond the two-hour minimum will be paid at actual time. <p><u>Regular Bus Routes:</u></p> <ol style="list-style-type: none">1. All benefitted school bus operators employed by the District will be assigned a regular route or schedule by the Director of Transportation.<ol style="list-style-type: none">1.1. Changes in assignments will be made at the beginning of each school year insofar as possible.2. When a school bus route vacancy occurs the opening will be posted for five (5) working days at the Transportation Office.<ol style="list-style-type: none">2.1. Interested school bus operators are required to apply for the open position.2.2. The open position will be assigned by the Director of Transportation according to school bus operator hire date, continuous service, documented performance/conduct issues, and school bus operator qualifications.3. Rescheduling of routes may alter time requirements from year to year, or may be modified during the year.4. Bus Operators cannot trade assignments.		



5. Unique circumstances may require the Director of Transportation to reassign school bus operators without regard to hire date when it is necessary to meet reasonable District need.
6. Transportation Rovers will follow the same hiring procedures as any other district contracted position.

Bus Operator Assignments for Field Trips/Activity Runs:

1. School Bus Operators interested in driving for field trips and activity runs shall notify the Director of Transportation or designee.
 - 1.1. A list of interested school bus operators shall be compiled in the order of hire date and continuous service.
 - 1.2. As far as possible, field trip/activity run assignments shall not interfere with regular route assignments.
2. Available field trips and activity runs shall be posted in the Transportation Office two weeks in advance or for as many days as possible if two weeks of notification is not received.
 - 2.1. Field trip/activity run requests received within three to seven (3-7) working days notice shall be assigned consistent with field trip bidding assignments and procedures.
 - 2.2. Field trip/activity run requests received within less than three working days are considered "emergencies" and are exempted from this procedure.
 - 2.3. The Director of Transportation at his or her own discretion is authorized to declare a field trip request with three to seven (3-7) days notice as an "emergency" and exempt from this procedure.
3. Field trips will be assigned based on hire date with continuous service until all assignments are made.
 - 3.1. Each field trip rotation assignment will continue up where it left off on the previous rotation of the hire date list.
 - 3.2. This will continue until all drivers on the list have been given the right to bid, then the bidding process will start again at the top of the hire date list.
 - 3.3. All interested school bus operators must indicate their interest by submitting the absentee form or in person.
 - 3.4. School bus operators are responsible to pick up their field trip/activity run assignments from the office.
4. The Director of Transportation has authority to deviate from the assignment regulations listed above under the following circumstances:
 - 4.1. The field trip/activity run requires more than 15 buses.



- 4.2. The field trip/activity run covers hazardous terrain.
- 4.3. The field trip/activity run request was received on short notice (same day).
- 4.4. The field trip/activity run is extended in time and/or distance.
- 4.5. An unexpected need for bus service must be met.
- 4.6. An emergency school closure or evacuation is underway.
- 4.7. A community emergency is underway.
- 4.8. Other compelling reason.
5. In general, regular route assignments shall take precedence over field trip/activity run assignments. However, if the Director of Transportation assigns a bus operator to a field trip/activity run during regular route time, the bus operator shall be paid at the regular rate of pay for the regular route hours and at the field trip/activity run rate of pay for any additional hours required.
6. To determine the distinction between Monday-Friday Bus Operators and Weekend/Holiday Bus Operators, the following shall apply:
 - 6.1. Monday-Friday: Bus operators shall be paid for actual time spent on field trip/activity runs plus one-half hour for cleaning and fueling the bus. If the field trip/activity run is cancelled while the bus operator is on duty or the trip assignment is one-way (either to or from an event), bus operators shall be paid for a minimum of two hours with the one-half hour allowance for inspecting, cleaning and fueling the bus included as part of the minimum. The additional costs will be charged to the school or department that cancels the activity.
 - 6.2. If multiple buses are ordered but upon arrival to the location of pickup it is determined fewer buses are required then the bus operator with the earliest signup order shall have the option of staying or going.
 - 6.3. Weekend/Holidays: If the school fails to cancel the field trip, the bus operator shall be paid actual time up to four (4) hours. If the field trip is scheduled longer than four (4) hours, the bus operator will receive a minimum of four (4) hours. The additional costs will be charged to the school or department that cancels the activity.
7. If the field trip/activity run is not completed on time and a substitute must be assigned to the bus operator's regular route, the school may be required to pay a minimum of two additional hours to cover substitute costs.
8. Upon arrival at the field trip/activity run destination, bus operators shall secure the bus and remain accessible to the group unless otherwise instructed by the administrator in charge.
9. The school administration shall assure that one or more responsible, adult supervisors is aboard each bus that is on a field trip/activity run.



CANYONS
School District

**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

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POLICY—420.7— SCHOOL BUS OPERATORS, ROUTING AND SCHEDULING

DISTRICT CODE:

420.7

ADOPTED:

RESCINDS:

ADOPTED:

BOARD POLICY

1. The Board of Education recognizes that the certification and training of school bus operators are fundamental components of student transportation in a public school system. The Board also recognizes that the assignment of bus operators and scheduling bus routes in an equitable and orderly process contributes to the safety and well-being of school bus passengers, operators, and the public.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

ADMIN REG:

420.7

ADOPTED:

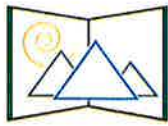
ADMINISTRATIVE REGULATION—420.7-1: (Director of Transportation; Bus Operator Standards)

Director of Transportation

1. The Superintendent delegates to the Director of Transportation:
 - 1.1. the responsibility for certification and qualification of school bus operators consistent with commercial vehicle licensures, proper endorsements, and physical examinations (See, Exhibit 1); and
 - 1.2. the responsibility to assign school bus operators, to schedule bus routes consistent with safety protocols, and ensure bus operator qualifications and service. (See, Exhibit 2)

Bus Operator Standards:

1. A school bus operator's primary responsibility is the safety of passengers and the safety of the public at all times.
2. School bus operators shall make every effort to assure safety and shall follow established procedures for student discipline. (See, Policy 300.7—Student Conduct on Buses).
3. A school bus operator is responsible to adhere to all Department of Transportation (DOT) regulations, Utah State Board of Education (USBE) regulations, and Canyons School District's Department of Transportation procedures.
4. A school bus operator shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphone or other equipment that might distract a driver from



his/her responsibilities, whether hand held or not, while the school bus is in motion and not appropriately parked or secured. This prohibition does not apply to the safe and appropriate use of two-way radios or to mounted GPS systems.

- 4.1. Once the bus is stopped and safely parked, a school bus operator may use an electronic device for emergencies, to assist special needs students, for behavior management, for appropriate assistance for field/activity trips, or for other business-related issues.
- 4.2. A school bus operator may use an electronic device for personal use once a school bus is safely parked and appropriately secured, and all passengers are safely off at a safe distance from the bus.
5. A school bus operator is responsible to conduct pre and post trip inspections in accordance to Department of Transportation (DOT) regulations.
6. A school bus operator is responsible to conduct end of bus route inspections to see that all students are off the bus. This inspection will be completed during the day at the end of a student delivery and after the final route of the day.
7. Violation of the above provisions may result in personnel action and employee discipline consistent with district policies.

EXHIBITS

1. Policy—420.7—Exhibit—1—Transportation—Bus Operator Qualifications
2. Policy—420.7—Exhibit—2—Transportation—Assignment of Bus Routes, Field Trips and Activity Runs

REFERENCES

FORMS

None

CANYONS BOARD OF EDUCATION

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CANYONS School District

CANYONS SCHOOL DISTRICT POLICY MANUAL

POLICY—420.3—HOURS OF WORK (ESP)		
	DISTRICT CODE: 420.3	ADOPTED: 6.12.07 (NEG)
	RESCINDS: GDKA	ADOPTED: 6.12.07
BOARD POLICY		
<p>1. The Board shall comply with federal law in relation to hours of work for all ESP - Educational Support Professional employees, and directs the District Administration to abide by the following regulations respecting hours of work.</p>		
	ADMIN-REG: 420.3-1	APPROVED: 6.12.07
ADMINISTRATIVE REGULATION—420.3-1:		
<p>1. The established work week for all ESP employees begins Monday at 12:01 a.m. and ends Sunday night at midnight.</p> <p>2. The maximum workweek by full-time ESP employees at their regular rate of pay shall be forty (40) hours.</p> <p>3. ESP employees who fall under the guidelines of the Fair Labor Standards Act (personnel included on the ESP master salary schedule) must be paid at one and one-half times the regular rate of pay for all hours worked over 40 in a work week or receive compensatory time off during the same month or the following month (first to last day of the month in which work is done) at the rate of one and one-half times the actual overtime worked during any workweek. Only compensatory time will be considered hours worked for the purpose of calculating the 40-hour work week.</p> <p>4. All ESP employees shall receive a minimum of two (2) hours at their regular rate of pay for any time they are required to return to their work location after their regularly scheduled work time.</p> <p>5. Each ESP employee shall complete a weekly time sheet which will indicate the number of hours worked each day of that workweek. The time sheet shall be signed by the employee and his/her immediate supervisor and shall be maintained by the Department supervisor.</p> <p>6. Any overtime work or call-back time shall be granted only upon the approval of the appropriate ESP director or supervisor.</p> <p>7. A duty-free lunch period shall be provided for all ESP employees scheduled to work more than five (5) hours per day. An employee shall not be compensated for his/her lunch period and may not be accumulated for use at a later date.</p> <p>7.1. ESP employees may leave their assigned work site for their lunch period provided they receive prior approval from their immediate supervisor.</p>		

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CANYONS

School District

CANYONS SCHOOL DISTRICT POLICY MANUAL

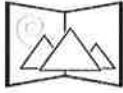
- 7.2. Schedules to provide adequate coverage to meet specific program and site needs shall be designed and implemented at each site by the immediate supervisor or staff.
- 7.3. Employees shall not be required to work longer than five (5) hours without rest and food. At least 30 minutes must be provided for meals.
- 7.4. Lunch periods may range from thirty (30) minutes to one (1) hour depending on the number of hours in the employee's work day.
8. ESP employees shall be provided with a ten (10) minute duty-free break period for each four (4) hour period worked.
 - 8.1. Employees' minimum ten (10) minute rest period are counted as time at work.
 - 8.2. Employees' ten (10) minute rest periods may not be accumulated for use at a later date.
9. Employees who are required to work in excess of their contracted hours for the week of the holidays/recesses listed below shall receive pay at the rate of time and one-half, and compensatory time will not be allowed.
 - 9.1. July 4
 - 9.2. July 24
 - 9.3. Labor Day
 - 9.4. Fall Recess
 - 9.5. Thanksgiving Recess
 - 9.6. Christmas Recess (Non-Contracted Days)
 - 9.7. New Year's Day
 - 9.8. Easter
 - 9.9. Martin Luther King Jr. Day
 - 9.10. President's Day
 - 9.11. Spring Recess (Non-Contracted Days)
 - 9.12. Memorial Day
10. Employees who are called on an emergency basis to return to work shall be paid from the time they leave their residence until the time they return.
11. Flexible work hours may be established for ESP employees if flexible work hours do not impede a department's ability to provide necessary services or they adversely affect department morale. Requests for flexible work hours will be submitted to the department supervisor who will submit the request to the appropriate School Performance Director for Cabinet approval. Requests for flexible work hours must be applied for and approved at the Cabinet level annually.
12. ESP employees may not perform work for or receive compensation from another employer during contract time with Canyons School District.
13. The following disciplinary action shall be taken against employees who do not follow the above procedures:
 - 13.1. The immediate supervisor will confer with the employee.
 - 13.2. Reprimand shall be entered on the employee's personnel file.

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CANYONS
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**CANYONS SCHOOL DISTRICT
POLICY MANUAL**

- 13.3. A five (5) day suspension without pay may be imposed in the next pay period.
13.4. A second disregard of policy and/or procedure may result in immediate termination.

EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

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