

Agreement Between
Canyons School District
&
Canyons Educational Support Professionals Association

For the 2022 - 2023 Contract Year

The District's administration consisted of:

- Leon Wilcox, Business Administrator
- Everett Perry, Human Resources Administrator ESP
- Dan Harper, Legal Counsel
- Charlie Evans, Director of External Affairs

Representing the Canyons Educational Support Professionals Association (CESPA):

- Brandon Wolf, Facilities, Energy Specialist (CESPA President)
- Andrew Markus, Draper Park, Assistant Facilities Manager
- Amanda Hale, Transportation, Routing Assistant
- Brent Markus, Facilities, Custodial Specialist

Both parties agreed to the following compensation package (amounts include retirement, FICA/Medicare, and worker's compensation benefits paid by the District and are rounded to the nearest \$1,000)

1. The District will fully fund increment steps for eligible employees. Step costs are \$1,264,000 or 2.10% from the 2021-22 base salary.
2. The District will fund a 4.25% cost of living increase (COLA) to the base of the Education Support Professional (ESP) salary schedule. This will be done by adding a 4.25% 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 \$2,841,000 from the 2021-22 base salary.
3. The District will fund a one-time \$500 stipend payment for all contracted employees who were on step 10 of the salary schedule during the 2021-22 contract year. The District will also fund a \$150 stipend for hourly employees on step 10 during the 2021-22 contract year. The \$500 stipend for the contracted employees will be prorated based on their FTE status in Skyward as of Oct 1, 2022. Hourly employees will receive the \$150 regardless of FTE status. The stipend will be paid on the November 30, 2022 pay date. Employees must be employed as of Oct 1, 2022 to receive the stipend. Approximately 347 contract FTE's and 239 hourly employees will receive the stipend. The cost is \$268,000 or 0.43% from the 2021-22 base salary.
4. Both parties agree to revisions to the ESP salary schedule for the 2022-23 school year. On the salary schedule for lane 1, steps 1-3 will be eliminated, for lane 2 steps 1-2 will be

eliminated and for lane 3, step 1 will be eliminated. Currently employees on these lanes will be advance accordingly (for example, employees on lane 1 step 1 will advance to step 5, one step for the granted step increase and three steps for this adjustment). This will make the starting wage on lane 1, step 4 at \$14.06 per hour. This will allow the District better opportunities to attract and retain ESP hourly employees. This adjustment will be reviewed as part of negotiations for the 2023-24 contract year. The cost for this adjustment is approximately \$727,000.

5. Both parties agree to the recommendations of the Canyons School District insurance advisory committee for the 2023 insurance year. The District share will increase by 2% or approximately \$141,000. The employee share will increase by 1% or approximately \$16,000 for all ESP employees. The total amount contributed to the insurance fund will be \$157,000 of which 90.0% will be contributed by the District and 10.0% contributed by the employees. In August the committee will meet to review updated claims data and may need to make further adjustments to the premiums for the 2023 plan year. Both the traditional and high-deductible plans will be maintained.

Note: Total value of this increase compensation package for ESP employees, excluding insurance, is approximately \$5,100,000 or 8.48% from the 2021-22 base salary.

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. Both parties agree to updates to policy 400.23-1 Vacation Leave wherein employees with 10+ service years receive 20 vacation days per year. Previously, employees with 10-14 service years would receive 18 vacation days.
8. Both parties agree to have the policy committee review policy 400.01-2 Employees Dress Code and Appearance and policy 300.07 Student Conduct on Buses. A member of the negotiations team will be invited to attend the policy committee meetings when these policies are reviewed.
8. Both parties agree to revise policy 420.04-8.5.8 to state "On July 1 of a new contract year, all annual leave allocated to an employee's leave balances, with the exception of up to three (3) personal and two (2) sick leave days, must be used by the employee prior to additional sick leave bank being granted.
9. Both parties agree to revise policy 400.06 Exhibit 1- Human Resources Hiring Procedure/Selection of ESP Personnel 4.1.1. to state "When a temporary assignment/promotion is necessitated by the extended illness, injury, or short term leave of an employee, beginning on sixth consecutive working day of the temporary assignment, the promoted employee shall be paid on step one (1) of the ~~higher lane~~ assigned lane for

that job position or ~~at \$5 per day~~ a step increase of 5% minimum in the assigned lane for that job position, whichever is higher.

10. Both parties agree to make a new employment category called "hourly bus drivers" for Transportation employees who are not contracted yet driver regular routes to differentiate from substitute drivers. The new category of hourly bus drivers will be eligible for step increases if agreed upon through the collective bargaining process.
11. Both parties agree to remove policy 420.05 Fringe Benefits, often referred to as the no absence incentive, from moratorium.
12. The District will continue to create training opportunities for employees who work with special education students.
13. Both parties agree to have the Human Resources Department meet and review salary placement guidelines for ESP employees.
14. CESP is grateful for the Board of Education's statement on granting up to six consecutive weeks of paid maternity leave and the updates to policy 420.



Representing Canyons School District
Rick Robins, Superintendent



Date



Representing Canyons Education Support Professionals
Brandon Wolf, President



Date



Education Support Professional Salary Schedule (2022-2023)

July 1, 2022 - June 30, 2023

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10
1	12.68	14.29	16.16	17.97	19.34	20.52	21.55	22.85	24.37	26.80
2	13.00	14.65	16.56	18.42	19.82	21.03	22.09	23.42	24.98	27.47
3	13.39	15.09	17.06	18.97	20.41	21.66	22.75	24.12	25.73	28.29
4	14.06	15.84	17.91	19.92	21.43	22.74	23.89	25.33	27.02	29.70
5	14.80	16.67	18.85	20.97	22.56	23.93	25.14	26.66	28.44	31.26
6	15.61	17.59	19.89	22.12	23.80	25.25	26.52	28.13	30.00	32.98
7	16.51	18.60	21.03	23.39	25.17	26.70	28.04	29.75	31.73	34.88
8	16.84	18.97	21.45	23.86	25.67	27.23	28.60	30.35	32.36	35.58
9	17.18	19.35	21.88	24.34	26.18	27.77	29.17	30.96	33.01	36.29
10	17.52	19.74	22.32	24.83	26.70	28.33	29.75	31.58	33.67	37.02

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20
1	27.71	29.24	32.17	34.02	36.00	38.07	40.30	42.63	45.08	47.72
2	28.40	29.97	32.97	34.87	36.90	39.02	41.31	43.70	46.21	48.91
3	29.25	30.87	33.96	35.92	38.01	40.19	42.55	45.01	47.60	50.38
4	30.71	32.41	35.66	37.72	39.91	42.20	44.68	47.26	49.98	52.90
5	32.32	34.11	37.53	39.70	42.01	44.42	47.03	49.74	52.60	55.68
6	34.10	35.99	39.59	41.88	44.32	46.86	49.62	52.48	55.49	58.74
7	36.06	38.06	41.87	44.29	46.87	49.55	52.47	55.50	58.68	62.12
8	36.78	38.82	42.71	45.18	47.81	50.54	53.52	56.61	59.85	63.36
9	37.52	39.60	43.56	46.08	48.77	51.55	54.59	57.74	61.05	64.63
10	38.27	40.39	44.43	47.00	49.75	52.58	55.68	58.89	62.27	65.92

Lanes and steps in grey areas are currently not in use.

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	5.50%	9	2.00%
4	5.00%	7	5.75%	10	2.00%

**Canyons School District
Educational Support Professionals
2023 Proposed Insurance Premiums**

	2022		Proposed 2023		2022		Proposed 2023		2023	
	Employee Per Pay Period	ESP	Employee Per Pay Period	ESP	Employee Per Pay Period	ESP	Employee Per Pay Period	ESP	District Increase Per Pay Period	District HSA contribution
Traditional										
Employee Only	\$ 8,153.40	\$ 1,638.48	\$ 1,654.86	\$ 6,514.92	\$ 6,645.22	\$ 68.27	\$ 0.68	\$ 271.46	\$ 5.43	\$ 8,300.08
Two Party	\$ 13,122.12	\$ 2,636.88	\$ 2,663.25	\$ 10,485.24	\$ 10,694.94	\$ 109.87	\$ 1.10	\$ 436.89	\$ 8.74	\$ 13,358.19
Family	\$ 22,282.36	\$ 4,477.68	\$ 4,522.46	\$ 17,804.68	\$ 18,160.77	\$ 186.57	\$ 1.87	\$ 741.86	\$ 14.84	\$ 22,683.23
Traditional										
Employee Only	\$ 8,968.42	\$ 2,418.24	\$ 2,442.42	\$ 6,550.18	\$ 6,681.18	\$ 100.76	\$ 2.51	\$ 272.92	\$ 3.96	\$ 9,123.61
Two Party	\$ 14,434.01	\$ 3,892.08	\$ 3,931.00	\$ 10,541.93	\$ 10,752.77	\$ 162.17	\$ 4.03	\$ 439.25	\$ 6.38	\$ 14,683.77
Family	\$ 24,510.13	\$ 6,609.36	\$ 6,675.45	\$ 17,900.77	\$ 18,258.79	\$ 275.39	\$ 6.84	\$ 745.87	\$ 10.83	\$ 24,934.24
High										
Employee Only	\$ 6,587.36	\$ 628.32	\$ 634.60	\$ 5,939.04	\$ 6,057.82	\$ 26.18	\$ 0.26	\$ 247.46	\$ 4.95	\$ 6,692.42
Two Party	\$ 10,569.53	\$ 1,011.36	\$ 1,021.47	\$ 9,558.17	\$ 9,749.33	\$ 42.14	\$ 0.42	\$ 398.26	\$ 7.97	\$ 10,770.81
Family	\$ 17,947.71	\$ 1,717.44	\$ 1,734.61	\$ 16,230.27	\$ 16,554.88	\$ 71.56	\$ 0.72	\$ 676.26	\$ 13.53	\$ 18,289.49
High										
Employee Only	\$ 7,208.10	\$ 1,241.52	\$ 1,253.94	\$ 5,966.58	\$ 6,085.91	\$ 51.73	\$ 1.69	\$ 248.61	\$ 3.80	\$ 7,339.85
Two Party	\$ 11,600.85	\$ 1,998.24	\$ 2,018.22	\$ 9,602.61	\$ 9,794.86	\$ 83.26	\$ 2.72	\$ 400.11	\$ 6.11	\$ 11,812.88
Family	\$ 19,698.87	\$ 3,393.12	\$ 3,427.05	\$ 16,305.75	\$ 16,631.87	\$ 141.38	\$ 4.62	\$ 679.41	\$ 10.38	\$ 20,058.92

	Employee		Total Employee		Total District	
	Increase per pay period	District Increase Per Pay Period	Increase per pay period	Total Increase per pay period	Increase per pay period	Total Increase per pay period
Traditional	\$ 0.68	\$ 5.43	\$ 99	\$ 67.59	\$ 537.48	
Two Party	\$ 1.10	\$ 8.74	\$ 119	\$ 130.75	\$ 1,039.79	
Family	\$ 1.87	\$ 14.84	\$ 109	\$ 203.36	\$ 1,617.26	
Traditional						
Employee Only	\$ 2.51	\$ 3.96	\$ 7	\$ 17.54	\$ 27.72	
Two Party	\$ 4.03	\$ 6.38	\$ 8	\$ 32.25	\$ 51.00	
Family	\$ 6.84	\$ 10.83	\$ 3	\$ 20.51	\$ 32.50	
High						
Employee Only	\$ 0.26	\$ 4.95	\$ 122	\$ 31.94	\$ 603.80	
Two Party	\$ 0.42	\$ 7.97	\$ 55	\$ 23.18	\$ 438.08	
Family	\$ 0.72	\$ 13.53	\$ 105	\$ 75.14	\$ 1,420.15	
High						
Employee Only	\$ 1.69	\$ 3.80	\$ 9	\$ 15.19	\$ 34.22	
Two Party	\$ 2.72	\$ 6.11	\$ 1	\$ 2.72	\$ 6.11	
Family	\$ 4.62	\$ 10.38	\$ 8	\$ 36.97	\$ 83.04	
Totals			645	\$ 657.14	\$ 5,891.15	

Cost for 24 Annual Pay Periods	\$ 15,771.30	\$ 141,387.72
Share of total increase to the insurance fund	10.0%	90.0%

Policy 400.23 – Vacation Leave

Share on print

POLICY NUMBER:

400.23

ADOPTED:

1.17.2017

Board Policy

1. The Board recognizes the need for all 242/245 day benefit eligible employees to have a vacation from their regular assigned positions.
2. The Board authorizes the adoption of Policy—400.23—Vacation Leave and delegates to the Superintendent and District Administration the responsibility for establishing administrative regulations consistent with this policy, subject to review and approval by the Board.

ADMINISTRATIVE REGULATION:

400.23-1

APPROVED:

1.17.2017

Vacation Leave - 400.23-1

All benefit eligible 242/245 employees are eligible to participate in the vacation leave program.

1. Vacation allowances will be determined from July 1 to June 30 of each contract year.
2. Benefit eligible 242/245 employees will be allocated vacation leave days on July 1 of each year, based upon continuous 242/245 benefit eligible service, according to the following schedule:
 1. Educational Support Professionals:
 1. 0-5 benefit eligible 242/245 service years employees receive 10 days per year (approximately .0409 leave is earned per contract day).
 2. 6-9 benefit eligible 242/245 service years employees receive 15 days per year (approximately .0613 leave is earned per contract day).
 3. ~~10-14 benefit eligible 242/245 service years employees receive 18 days per year (approximately .0734 leave is earned per contract day).~~
 - 4.3. ~~15+~~ 10+ benefit eligible 242/245 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day).
 2. Licensed:
 1. benefit eligible 242 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day).
 3. Administrators:

1. benefit eligible 242 service years employees receive 20 days per year (approximately .0817 leave is earned per contract day).
4. Vacation allowances will be prorated according to the number of days remaining in the contract year for new employees hired after July 1.
*((days remaining in contract/days in contract year) * possible vacation days, then rounded up to 0.5 increment)*
*i.e. (117/242) * 10 = 4.834 (5 days)*
3. Vacation leave must not be used in increments less than thirty (30) minutes.
4. Generally, vacation leave is to be scheduled during off-peak work seasons.
5. Employees must submit written vacation leave requests, with reasonable advance notice, to their supervisor for approval.
6. Vacation is intended to be used during the contract year awarded.
7. Vacation leave is capped at thirty (30) days.
 1. Vacation leave lost due to exceeding the cap may still be used through July 31 with supervisor approval. These days are documented by the supervisor and not recorded in the District's electronic absentee system.
8. If an employee resigns or is terminated before completing the contract year the employee will be compensated at their daily rate for all earned vacation leave not taken.
*((days worked / days in contract year) * possible vacation days, then rounded up to .5 increment) – vacation days used) * daily rate*
*i.e. (((199 / 242) * 20) – 3 = 13.5) * 99.84 The employee will be paid \$1,347.84.*
9. If an employee resigns or is terminated before completing the contract year the employee will reimburse the District at their daily rate for all unearned vacation leave taken.
*((days worked / days in contract year) * possible vacation days, then rounded up to 0.5 increment) – vacation days used) * daily rate*
*i.e. (((60 / 242) * 20) – 6 = -1) * 99.84 The employee reimburses the district \$99.84.*

Exhibits

None

References

None

Forms

None

Document History

Revised – 1.17.2017. Policy 400.23 was revised to clarify licensed employees who work 242 days per year, are entitled to 20 vacation days per year vacation, and to allow vacation leave lost due to the July 1 cap, to be used through July 31 with supervisor approval. These days are documented with an employee's supervisor and not in the District's electronic absentee system.

Revised – 7.1.2014. Policy 400.23 was revised to increase the number of allotted vacation days

per continuous years of contract services for ESP Employees as follows: 0-5 services years – 10 days per year; 6-9 years – 15 days per year; 10-14 years 18 days per year; 15+ years – 20 days per year.

Revised – 8.21.2012. Policy 400.23 was revised to clarify that vacation leave must not be used in increments less than 30 minutes.

Adopted – 12.15.2009.

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 9361 South 300 East Sandy, UT 84070.

Policy 420.04 – Employee Leave (ESP)

Share on print

POLICY NUMBER:

420.04

ADOPTED:

5.18.2021 (NEG)

Board Policy

1. It is the policy of the Board of Education to authorize the following leave benefits for Educational Support Professional (ESP) employees:
 1. alternative leave;
 2. bereavement leave;
 3. educational leave;
 4. extended family leave;
 5. personal leave paid;
 6. personal leave non-paid;
 7. sick leave; and
 8. employee-funded sick bank.
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 of Education.

ADMINISTRATIVE REGULATION:

420.04-1

APPROVED:

5.18.2021

Alternative Leave - 420.04-1

Eligible Educational Support Professional (ESP) employees shall receive an alternative leave day each year.

Alternative leave shall be administered according to the following regulations:

1. Each eligible ESP employee shall be allowed one (1) day of alternative leave per year.
2. Employees taking alternative leave shall be deducted 40 percent of their daily rate.
3. Alternative leave is non-accumulative.
4. Employees shall give at least one day's notice of the intent to take alternative leave.
5. Alternative leave may not be used the day before or after a personal leave day is taken.

ADMINISTRATIVE REGULATION:

420.04-2

APPROVED:

5.18.2021

Bereavement Leave - 420.04-2

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

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

ADMINISTRATIVE REGULATION:

420.04-3

APPROVED:

5.18.2021

Educational Leave - 420.04-3

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

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

ADMINISTRATIVE REGULATION:

420.04-4

APPROVED:

5.18.2021

Extended Family Leave – Paid - 420.04-4

1. An ESP employee may convert up to five (5) accrued Sick Leave days, each school year, if the ESP employee has insufficient Family Sick Leave to care for the health care needs of immediate family members.
 1. Extended Family Sick Leave is accessed by submitting a time off request through the substitute management system and/or SKYWARD. The employee selects Sick

Leave and writes in the notes section, "Extended Family Sick Leave," as well as the name and relationship of the family member.

2. Any additional leave must fall under the regulations of Policy—400.26—Family Medical Leave Act.

ADMINISTRATIVE REGULATION:

420.04-5

APPROVED:

5.18.2021

Personal Leave – Paid - 420.04-5

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

1. Each eligible employee of the district shall be given three (3) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.
2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
3. Personal leaves may be taken the day before or after a school holiday for the following specific reasons:
 1. Observance of religious holidays which fall on a regularly scheduled work day.
 2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
 3. Graduations of near relatives as defined in "3.2" above.
 4. Required court appearances.
 5. Deaths not covered by Bereavement Policy.
 6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
4. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
 1. Educational Support Professional (ESP) employees who request a personal leave day on the day before or after a school holiday shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance, except as follows:
 1. A limited number of full-pay personal leave days will be granted to ESP employees based upon the following ratio, one personal day for each 100 employees.
 2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.

3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take a personal leave. Written notification will be sent to all applicants.
 4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.
 5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
5. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:
1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control, e.g., required court attendance, child's graduation.

ADMINISTRATIVE REGULATION:

420.04-6

APPROVED:

5.18.2021

Personal Leave-Non-Paid – Paid - 420.04-6

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. In the event that an employee has a serious or compelling need for non-paid personal leave, a request may be made in writing to their immediate supervisor and the Department of Human Resources. The request must clearly state the reason that non-paid personal leave is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
3. Non-paid personal leave granted under this policy shall be without pay.
4. Benefit eligible employees shall not be granted more than fifteen (15) days non-paid personal leave in any three-year period.
5. An employee whose request for non-paid personal leave is denied, or who knowingly fails to request non-paid personal leave, and who chooses to absent himself/herself from his/her assignment despite the denial shall be deemed to have abandoned their position and voluntarily resigned his/her employment with the District.
6. This leave does not negate the other official leave provisions of the Board.
7. Non-paid personal leave for benefit eligible employees, less than full-time, shall be prorated according to the percentage of a full-time contract: e.g., a .75 FTE administrative assistant would receive fifteen (15) .75 days.

ADMINISTRATIVE REGULATION:

420.04-7

APPROVED:

5.18.2021

Sick Leave – Paid - 420.04-7

1. Sick leave is authorized for benefit eligible Educational Support Professional (ESP) personnel.

Definitions:

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

(Sick leave allowances)

1. Sick Leave allowances for employees working (20 hours or more per week) shall be determined by a combination of contract days and years of service according to the following schedule: **(See, 420.04-Exhibit-1)**.
2. Employees may use these days to attend to their own health care needs or the health care needs of immediate family members. Employees may only use up to the number of days allotted per year. Employees may not access accumulated leave except for their own health care needs or as allowed in this policy under Critical Family Care.
3. **Sick Leave Benefits During Absence**
 1. If an employee resigns his/her position in the District and then returns, he/she must start over on years of service and sick accumulation.
 2. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
 3. If an employee becomes sick and uses all his/her sick leave and later returns to work, he/she must start over on a new accumulation at the rate shown for the year of service he/she was on at the time he/she became sick.
4. **Use of Sick Leave for Critical Family Care**

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

 1. Use of sick leave for critical family illness must be authorized by the Sick Leave Bank Review Committee. The employee must submit his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department.
 2. Employees may not apply for critical family care benefits until the employee has used all family sick leave, all vacation leave (if applicable), and a minimum of two (2) personal leave days.
 3. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.

1. If circumstances warrant it, the Sick Leave Bank Review Committee may authorize additional days equal to the number of unused family sick leave days available at the beginning of the critical illness. (A maximum of 3.)
2. ESP employees who have exhausted leave in 4.2 but who must continue to deal with critical family care (as defined above) may apply to the sick bank committee for additional days. One additional day may be granted for each year of service in the District up to a maximum of 15 days.

5. Converting Sick Leave for Adoption

1. An employee who adopts a child may apply to convert up to 30 accrued sick leave days for adoption leave by submitting his/her request in writing to the Sick Leave Bank Review Committee using the form available in the Human Resources Department.
2. Employees may be granted a maximum of 30 days of converted sick leave for adoption at the time of actual custody of the child is received.
 1. An employee may use up to five (5) accrued Personal Leave days, beyond the maximum number of Personal Leave days that may be used in any contract year (See, Admin Reg. 420.04-4(1)), if the employee has insufficient Sick Leave to convert for Adoption Leave.
3. Any additional leave must fall under the guidelines of Policy—400.26—Family and Medical Leave.

6. Sick Leave Payments, Procedures, and Limitations

1. An employee is required to timely submit leave requests in the Skyward system and receive approval of the principal or immediate supervisor or designee.
2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time. Elective surgery shall be scheduled to minimize the time off work.
3. Absences due to illness are to be entered by the employee into the District attendance tracking system and reported to the appropriate office or individual as soon as possible.
4. The sick leave allowance during the first year of service for employees whose employment is subsequent to the beginning of the contract year shall be prorated.
5. If the sick leave allowance is exhausted, unused vacation days may be used to avoid loss of salary.
6. If an immediate supervisor suspects that an employee has misused his/her sick leave benefit as established by this policy, the immediate supervisor shall discuss the concern with the employee.
 1. If it is determined that the employee has misused his/her sick leave the immediate supervisor will forward a written explanation of the abuse to the Director of Human Resources or his/her designee and an investigation shall be conducted.
 2. If the investigation of sick leave abuse proves to be true, the following guidelines may occur:
 1. Salary received for those unauthorized days shall be reclaimed;

2. There may be up to a five-day (5) suspension without pay in the next pay period; and
3. Additional disciplinary actions may be taken, up to and including termination of employment.

ADMINISTRATIVE REGULATION:

420.4-8

APPROVED:

5.18.2021

Employee-Funded Sick Leave Bank – Paid - 420.4-8

1. Establishment of the Sick Leave Bank
 1. Each year, all participating employees in the employee funded sick leave bank will donate one (1) sick leave day.
 2. Sick Leave Bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
2. Employee-Funded Sick Bank Eligibility
 1. In order to be eligible to participate in the sick bank an employee must voluntarily donate one day annually of sick leave to the sick bank. Employees wishing to opt out of participation in the sick bank must annually complete the appropriate form no later than September 1 of each school year.
 2. Employee-Funded Sick Leave Bank Benefit Level is determined by the number of sick leave day(s) consecutively donated to the Employee-Funded Sick Bank prior to requesting Sick Bank Leave.
 1. Level One Benefit – One (1) year of donation to the Sick Leave Bank
 2. Level Two Benefit – Two (2) consecutive years of donation to the Sick Leave Bank
 3. Level Three Benefit – Three (3) consecutive years of donation to the Sick Leave Bank
 4. Level Four Benefit – Four Plus (4+) consecutive years of donation to the Sick Leave Bank
3. **Employee Funded Sick Leave Bank Application**
 1. Employees shall complete an official Sick Leave Bank request form, which form shall bear the employee's original signature. Sick Leave Bank forms are available from the immediate supervisor or the District Human Resources Department.
 2. Employees shall complete a release of medical information form to allow the members of the sick leave bank committee to review any medical documentation that they provide with the request for sick leave bank.
 3. Employees shall be required to complete a release of information form to allow the committee to review their official District personnel file, if the need should arise.
 4. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form

may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.

5. A second opinion may be required with any costs not covered by insurance borne by the District.
6. Before an employee is eligible to apply for Sick Leave Bank use, the following criteria must be met for each qualifying medical condition. The employee must have:
 1. medically qualified for FMLA (which will run concurrently with any sick leave bank usage); and
 2. exhausted all accrued family sick leave days, sick leave days, and vacation days, if applicable; and used a minimum of two (2) personal leave days.
7. An employee shall be required to provide the sick leave bank committee with updated information regarding his/her condition every 30 days after the approval of the sick leave bank benefits. Continuation of the sick bank leave shall be contingent upon the information contained in the update.

4. Sick Bank Allowances

1. Level One Benefit ESP Employees
 1. Level One Benefit ESP employees shall be allowed up to 15 sick bank days.
 2. 40% of the employee's daily rate shall be deducted from the first two days of sick bank.
2. Level Two Benefit ESP Employees
 1. Level Two Benefit ESP employees shall be allowed up to 15 sick bank days at full pay according to the following schedule: **(See, [420.04-Exhibit 2](#))**.
 2. After all sick bank days allowed according to the schedule listed under item (4.2.2) are used, Level Two Benefit ESP employees may be granted up to 10 additional sick bank days if circumstances warrant it. 40% of the daily rate shall be deducted for each additional day used under this option.
 3. In cases of catastrophic illness or injury, the Sick Leave Bank Committee may grant level two benefit ESP employees up to 20 additional days of sick leave after all other sick bank days provided under items (4.2.1 and 4.2.2) are exhausted. Forty percent (40%) of the daily rate shall be deducted for each additional day used under this option.
3. Level Three Benefit ESP Employees
 1. Level Three Benefit ESP employees shall be allowed up to 40 sick bank days at full pay according to the following schedule: **(See, [420.04-Exhibit 3](#))**.
 2. After all sick bank days allowed according to the schedule listed under item (4.3.1) are used, Level Three Benefit ESP employees may be granted up to 40 additional sick bank days if circumstances warrant it. 40% of the daily rate shall be deducted for each additional day used under this option.

3. In cases of catastrophic illness or injury, the Sick Leave Bank Committee may grant level three benefit ESP employees sufficient sick bank leave days to cover their transition to long-term disability after all other sick leave bank days provided under (4.3.1 and 4.3.2) are exhausted. Forty percent (40%) of the daily rate shall be deducted for each additional day used under this option.
 4. Level Four Benefit ESP employees shall be allowed up to 120 days from the sick bank at full pay less 40% of the daily rate for each day the ESP employee falls below 15 days of accumulated sick leave at the beginning of the Contract year. (A maximum of 15 days at 40% of daily rate will be deducted).
- 5. Employee Funded Sick Bank Leave Limitations**
1. Prior to granting sick bank days, an ESP employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used if he/she terminates employment with the district for other than medical reasons before completion of the current and succeeding contract year.
 2. The illness/injury must be medically documented with a statement bearing a signature from the attending treating health care provider. The medical documentation may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
 3. A second opinion may be required with any costs paid by the District.
 4. When an ESP employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted.
 5. Use of employee funded sick bank shall be limited to 120 days within a 48-months period. The ESP employee will also be required to meet all other qualifying criteria.
 6. Intermittent leave funded through the Sick Bank may only be granted for continued treatment of the employee's qualifying catastrophic/life threatening illness and/or injury, i.e. chemotherapy, dialysis, etc.
 7. No employee shall take vacation days within 15 working days after drawing upon the sick leave bank.
 8. On July 1 of a new contract year, all annual leave allocated to an employee's leave balances, with the exception of up to three (3) personal leave days, and two (2) sick leave days must be used by the employee prior to additional sick leave bank being granted.
 9. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall return to work with a release to full duty status, or transition to long term disability according to the provisions of Policy—400.25—Long Term Disability of Insurance and/or have employment terminated with the District.
 10. Under catastrophic conditions, ESP employees may appeal to the sick leave bank committee for a waiver of pay loss provisions. The committee shall review the ESP employee's attendance record and other related factors and either grant or deny the waiver based on the findings.

6. Sick Leave Bank Committee

1. Sick Leave Bank Committee composed of the Human Resources ESP administrator, one other member of the Human Resources Department and two members of the employee agent group shall be appointed to administer use of the sick leave bank. The Human Resources ESP Administrator shall serve as the chairperson. If one of the employee agent group members cannot be in attendance, an alternative representative will be requested by the employee agent group president.
2. The committee shall review all sick leave bank requests and rule on sick leave bank usage. The unused sick leave bank days shall be reported to the committee on an annual basis.
3. The Human Resources ESP administrator shall make available to the committee all the information that is submitted with an employee's sick bank request in a timely manner.
4. A record of the decision to approve or deny a sick bank request shall be maintained in Human Resources.

Exhibits

- [Exhibit 1 – \(Sick Allowance Schedule\)](#)
- [Exhibit 2 – \(Level Two Benefit ESP Employees\)](#)
- [Exhibit 3 – \(Level Three Benefit ESP Employees\)](#)

References

None

Forms

None

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 9361 South 300 East Sandy, UT 84070.

Policy 400.06 Exhibit 1 – Human Resources Hiring Procedures

Share on print

ASSOCIATED ADMINISTRATIVE REGULATION:

[400.06-2](#)

ADOPTED:

06.12.2018

Staffing Procedures

1. Utilize projections for future personnel needs based on student growth, replacements, and retirements;
2. Maximize the use of technology in determining projected pupil/teacher ratios and personnel requirements;
3. Consider financial constraints as they apply to future personnel needs;
4. Utilize the projected curriculum requirements of the District;
5. Maintain data to comply with state and federal requirements, including certification; and
6. Keep abreast of current trends in staffing patterns and options
7. In the staffing of schools and departments, the Director of Human Resources shall use a cooperative approach and include other administrators (e.g., directors, principals) as appropriate in making staff decisions.

Selection of Licensed Employees

1. An employment application shall be properly filled out, dated, and filed with the Human Resources Department. Applications shall be renewed biannually to remain effective.
2. Applicants must have or be in the process of obtaining, a valid license issued by the Utah State Board of Education for the position in which they are making application.
3. The Human Resources Department shall review applications and shall evaluate applicants on the basis of qualifications.
 1. As much appropriate information as possible should be reviewed to assist in selecting the best candidates. Written evaluations or descriptive reports on his/her practice teaching or full-time teaching performance shall be reviewed. Comparable relevant information shall be maintained on non-teaching candidates.
 2. Applicants shall be screened by the Human Resources Department assessing the applicant's skills using common criteria.
4. Selected applicants will be interviewed by the school/department administrator/designee. Attempts to obtain a minimum of three references shall be documented from pre-service and/or previous supervisors, before request to hire is made to the Human Resources Department.

5. Upon completion of the selection process, the selected applicant shall be recommended to the Board for hire and assignment.
6. Licensed assignments (e.g. grade/subject/team) shall be reviewed annually by the school/department administration.
7. Licensed assignments (e.g. grade/subject/team) shall be determined by the school/department administration (e.g., principal, director).
 1. When considering a licensed assignment, the welfare of the student(s) shall be of major importance. However, the employee preference shall also be considered in realization of the fact that personal preference may influence the effectiveness of an employee.
 2. As far as possible, licensed employees shall be assigned within their license area and endorsement.
8. Salary placement for licensed personnel shall be administered according to the guidelines in Policy—410.7—Salary Guidelines.

Selection of ESP Personnel

1. Selection and Placement of ESP Personnel
 1. All ESP job applicants shall be required to complete an employment application in its entirety, including a release to conduct a background check and contact employment references. Failure to complete any portion of the application or the release may disqualify the applicant from employment consideration.
 2. Application forms furnished by the District shall be renewed annually through the Human Resources Department.
 3. Consideration of qualifications shall be determined by job description.
 4. All candidates' applicant screening forms, interview screening forms, reference check form and hire form must be approved by Human Resources prior to any job offer being made.
 5. New contracted ESP employees will be placed on the beginning step of the appropriate lane of the salary schedule unless it is determined that a higher initial step placement is necessary to attract and retain qualified employees in areas of critical District need. All critical need step placements must be approved by the Director of Human Resources. Part-time employees will be placed on the appropriate level step when employed full time. Employees who work full-time for two or more consecutive summers (a minimum of six months) will be granted one additional step on the salary schedule if hired full time thereafter.
 6. Former part-time/full-time District employees who are rehired may be granted full credit on the salary schedule for previous experience with the district while working in a similar position.
 7. Employees who have retired and are then rehired will be placed up to Step 4 of the position's corresponding lane.

8. 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.
 9. Salary lane movement will be based upon the above guidelines and the date the employee was hired in the district. Any person hired between July 1 and December 31 will receive one full year's experience the following July 1. Anyone hired between January 1 and June 30 will not receive experience credit for the first months of service up to July 1.
2. Interview Team
 1. An interview team shall be established for all non-administrative, contracted ESP job openings or positions except for designated part-time positions such as hourly assistants, sweepers, community school staff members, etc. The team will consist of at least the following: The department director or immediate supervisor and one designated representative from Human Resources or a designee assigned by the director of the hiring department.
 3. Promotion of ESP Personnel
 1. The public shall be notified of all full-time vacancies at least five (5) days prior to the application closing date, unless circumstances warrant a shorter time frame as determined by the Director of Human Resources. Notification shall be made with postings on the Canyons District Web site, www.canyonsdistrict.org.
 2. Promotion shall mean reassignment to a job which is located on a higher lane of the salary schedule than the lane from which the employee is currently paid.
 3. All employees may apply for promotion to a position which is posted as a vacancy. Qualifications being equal, District employees will receive first consideration.
 4. Probation reports and negative evaluations older than five (5) years with no subsequent violation, as defined by Policy—Termination of Employment (ESP), shall not be considered in employee eligibility for promotion or transfer.
 4. Temporary Assignments/Promotion
 1. On a short-term, temporary basis, it may be necessary for one ESP employee to substitute for another ESP employee who is assigned to a higher lane on the ESP Master Salary Schedule. Under such circumstances, many responsibilities normally required in the higher position may not be required or accomplished by those in temporary assignments. While it is neither necessary nor realistic to give equal compensation for such short-term appointments, the following salary adjustments will be provided:
 1. When a temporary assignment/promotion is necessitated by the extended illness, injury, or short term leave of an employee, beginning on the sixth consecutive working day of the temporary assignment, the promoted employee shall be paid on step one (1) of the ~~higher lane assigned lane for that job position~~ or at \$5 per day, a step increase of 5% minimum in the assigned lane for that job position, whichever is higher.
 5. Voluntary Transfers

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

Elementary Job-Share Assignments

1. Only two elementary licensed employees may share one (1) full-time position. At least one (1) of the licensed employees must have one (1) or more years of successful teaching experience in Canyons School District.
 1. Elementary teachers desiring to job share will be required to find a qualified, licensed teacher with whom to share the position.
 2. A job sharing candidate, who is not a current licensed employee of Canyons School District, may be considered upon completion of the application and screening process.
2. An initial job-share written plan, and any subsequent modifications, must be submitted to the principal by the licensed employee(s) desiring to job-share.
 1. The plan must meet the needs of the students within the school's educational program and be approved by the principal, School Performance, and Human Resources.
 2. Teachers desiring to continue the job sharing assignment for the following school year must submit an updated plan for approval by March 15th.
 1. If either teacher desires to dissolve the job share assignment after the plan has been submitted, and before the start of the school year, both teachers will be returned to the candidate pool and may apply for a transfer to any open positions.
 2. Upon resignation of a job share teacher during the contract year, the other licensed teacher may assume the full job responsibility until a replacement can be hired. The licensed employee will receive the full-time contract rate during the interim.
3. Each job sharing licensed teacher will be required to work half of a regular teaching contract. The principal will determine the work schedule for the job share assignment.
4. The principal may determine work assignments outside the contract hours including but not limited to parent-teacher conferences, committee work, faculty meetings, and professional development. These additional assignments shall be compensated.
5. Licensed teachers in a job sharing position may trade working time with their partner or may substitute for each other at substitute wages with principal approval.
6. Job sharing licensed teachers will be subject to the same District policies, procedures, assignments, and evaluations as other licensed employees.

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