



**Canyons Education Association
Canyons School District
2020-21**



Canyons Education Association Negotiations Team

Mitchell Atencio	Teacher – Corner Canyon High
Mark Besendorfer	Teacher - Willow Springs Elementary
Karen Pedersen	CEA Vice President - Willow Canyon Elementary
Elizabeth Pimentel	Special Education Mentor
Mallory Record	Teacher - Jordan High
Jennifer Boehme	Jordan UniServ Director

Canyons School District Board of Education Negotiations Team

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

Canyons School District Board of Education

Nancy Tingey	President - District 3
Amber Shill	1st Vice President - District 2
Steven Wrigley	2nd Vice President - District 5
Clareen Arnold	District 4
Chad Iverson	District 7
Mont Millerberg	District 1
Amanda Oaks	District 6

**Proposed Ground Rules
2020-21**

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 good-faith negotiations are continuing.
2. The District will pay the cost of substitute teachers during negotiations.
3. During the first meeting, arrangements for locations of future sessions will mutually be agreed upon by the Canyons Education Association and Canyons School District.
4. When the District and CEA reach consensus on issues, they shall be written and signed by both parties as tentative agreements.

5. All agreements, if any, reached during negotiations shall be considered tentative until final agreement has been reached on the entire package. Tentative agreements will be signed and dated.
6. The complete negotiations package must be ratified by the CEA membership and formally approved by the Board of Education in order to be considered a final agreement. The provisions of such agreements shall not be released to the public until they have been so ratified, at which time a joint release of information will be prepared.
7. CEA and the Board of Education will regularly communicate with their membership regarding the negotiations process. Any public release of information during negotiations will be done jointly.
8. All efforts will be made to bargain in good faith. However, if impasse is declared, a joint public release of information is no longer required and the procedures outlined in Canyons District Policy 410.0/420.0 Scope of Negotiations shall be followed.
9. Minutes will be taken by either or both parties. However, minutes are working notes for the teams' purposes only and not an official record of negotiations sessions.
10. Negotiated agreements will be posted online within ten (10) working days of the ratification of the Board of Education.



For Canyons School District



Date



For Canyons Education Association



Date



**Addendum to Ground Rules
2020-2021
Virtual Negotiations**



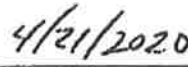
Due to the COVID-19 pandemic and the associated Salt Lake County "Stay Safe, Stay Home" order, negotiations between the Canyons Education Association (CEA) and the Canyons School District (CSD) for the 2020-2021 contract year will take place virtually. This addendum is to outline how virtual negotiations will proceed.

1. Zoom will be the online platform used. Zoom has the capability of establishing breakout rooms, which will be necessary for teams to caucus. Breakout rooms are set up by the host when the meeting is scheduled. All members of both negotiations teams will need to download Zoom. Breakout rooms do not work if using Zoom on a web browser.
2. All members of both negotiations teams will need to turn on the camera and audio for all meetings.
3. All members of both negotiations teams should be on mute unless they are speaking.
4. One member of each negotiations team will be the designated spokesperson. The spokesperson can ask members of their own team to speak to a proposal. The spokesperson can also call on members of either team who have questions or information to add to a discussion.
5. Zoom negotiations meetings will NOT be recorded by either team.
6. Proposal sharing
 - A. One member of each negotiations team, who is not the spokesperson, will be the person to share their team's proposals using the Share Screen feature in Zoom and by emailing a pdf copy of the proposal to the designated person on the other team.
 - B. When a proposal is agreed to by both teams, the date and time will be added to the proposal.
 - C. If and when a proposal is agreed upon by both teams, each team will have the designated person sign a copy of the agreed upon proposal and email a scanned pdf copy of the signed proposal to the other team's designated person. Each team will maintain copies of the signed proposals.
 - D. When negotiations are completed, the designated people on each team will coordinate compiling a final negotiated agreement document.

[Addendum to Ground Rules - Virtual Negotiations - page 2.]



For Canyons School District



Date



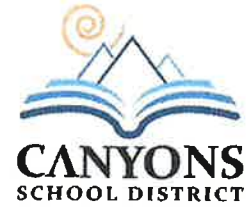
For Canyons Education Association



Date




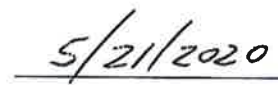

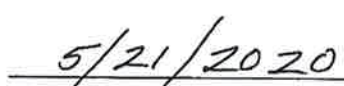
Memorandum of Understanding Negotiations 2020-21



This memorandum of understanding (MOU) is created as a joint agreement between the Canyons Education Association (CEA) and the Canyons School District (CSD). Due to the COVID-19 pandemic and the need to wait for the Utah State Legislature to act on the budget, both parties agree to waive part of Ground Rule 6 which states, "The complete negotiations package must be ratified by the CEA membership and formally approved by the Board of Education in order to be considered a final agreement."

CEA and CSD agree for this year only (2020-2021 contract year) to ratify the Negotiated Agreement in two parts: policy/procedure changes and financial agreements. Policy and procedure changes will be ratified by both parties as soon as they are completed. Financial agreements will be ratified separately by both parties as soon as they are completed.

Agreed to virtually on May 21, 2020 at 2:06 p.m.

<p>Tentative Agreement Between Canyons School District & Canyons Education Association</p>	
 _____ For Canyons School District	 _____ Date
 _____ For Canyons Education Association	 _____ Date



**Negotiations
Contract Year 2020-2021**



Proposal

CEA agrees to maintain the current District insurance premiums and plan for the 2021 insurance year with no premium increase as recommended by the Canyons School District insurance committee. It includes that both a traditional and high-deductible plan be maintained.

Rationale

CEA agrees to continue current insurance plans for 2020-2021.

Agreed to virtually on May 7, 2020 at 1:01 p.m.

Tentative Agreement Between Canyons School District & Canyons Education Association	
 _____ For Canyons School District	<u>5/8/2020</u> _____ Date
 _____ For Canyons Education Association	<u>5/8/2020</u> _____ Date



**Negotiations
Contract Year 2020-2021**


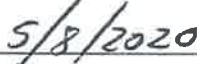


Proposal

CEA proposes the attached changes to Policy 410.1 - Scope of Negotiations - Policies (Licensed) to ensure the policies contained therein remain negotiated.

Rationale

The years listed for the effective dates are old and several policy date changes have not been updated from the negotiations for the 2018-19 contract year.

Agreed to virtually on May 7, 2020 at 1:02 p.m.

Tentative Agreement Between Canyons School District & Canyons Education Association	
 _____ For Canyons School District	 _____ Date
 _____ For Canyons Education Association	 _____ Date



**CANYONS SCHOOL
DISTRICT**

POLICY—410.1—SCOPE OF NEGOTIATIONS - POLICIES (LICENSED)		
	DISTRICT CODE: 410.1	ADOPTED: 5.16.2017(NEG)
	RESCINDS: HCB	ADOPTED: 5.21.14 (NEG)

BOARD POLICY

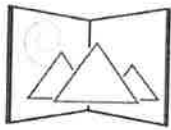
1. The Board of Education has statutory authority over all issues relating to the effective and efficient operation of the school district (Utah Code Title 53G Chapter 04). Locally elected Board of Education members should retain the right to operate the school district without undue influence or control 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.

	ADMIN-REG: 410.1-1	APPROVED: 5.16.17
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ADMINISTRATIVE REGULATION—410.1-1:

1. The Board of Education recognizes the need to negotiate with the recognized employee ~~agent group association~~ on issues relating to wages, hours, and working conditions. ~~Effective immediately, only t~~The following policies will remain as negotiated policies for the contract year ~~202016-202117~~:

Policy Code	Policy Title	Negotiated
410.0	Scope of Negotiations	5.16.17
400.1	Scope of Negotiations - Policies (Licensed)	5.16.17
410.2	Release Time for Licensed Employee Agent Group President	8.30.11
410.3	Hours of Work (Licensed)	5.7.19
410.4	Employee Leave (Licensed)	5.18.18 5.18.17
410.5	Fringe Benefits (Licensed)	8.30.11
410.6	Personal Security and Safety	8.18.18 5.10.16
410.7	Salary Guidelines	5.7.19
410.8	Provisional Status (Licensed)	5.16.17
410.9	School Advisory Council	5.7.19
410.10	District Advisory Council	5.18.18 8.30.11
410.11	Concerns Complaints Grievances	8.30.11
410.12	Assignments and Transfers	5.12.15
410.13	Reduction in Force (Licensed)	8.30.11

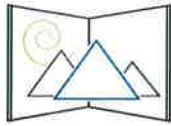


CANYONS School District

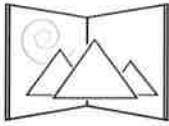
CANYONS SCHOOL DISTRICT

410.14	Termination of Employment (Licensed)	8.30.11
410.15	District-Post Retirement Benefits	10.16.07; 3.21.06; 3.21.06
<p>NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.</p>		
<p><u>EXHIBITS</u> None</p>		
<p><u>REFERENCES</u> None</p>		
<p><u>FORMS</u> None</p>		
<p><i>CANYONS BOARD OF EDUCATION</i></p>		

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—410.1—SCOPE OF NEGOTIATIONS - POLICIES (LICENSED)		
	DISTRICT CODE: 410.1	ADOPTED: 5.16.2017(NEG)
	RESCINDS: HCB	ADOPTED: 5.21.14 (NEG)
<u>BOARD POLICY</u>		
<p>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 53G Chapter 04). 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.</p> <p>2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy.</p>		
	ADMIN-REG: 410.1-1	APPROVED: 5.16.17
<u>ADMINISTRATIVE REGULATION—410.1-1:</u>		
<p>1. The Board of Education recognizes the need to negotiate with the recognized employee agent group on issues relating to wages, hours, and working conditions. The following policies will remain as negotiated policies for the contract year 2020-2021:</p>		
Policy Code	Policy Title	Negotiated
410.0	Scope of Negotiations	5.16.17
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410.6	Personal Security and Safety	8.18.18
410.7	Salary Guidelines	5.7.19
410.8	Provisional Status (Licensed)	5.16.17
410.9	School Advisory Council	5.7.19
410.10	District Advisory Council	5.18.18
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410.12	Assignments and Transfers	5.12.15
410.13	Reduction in Force (Licensed)	8.30.11



CANYONS School District

CANYONS SCHOOL DISTRICT

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410.15	District-Post Retirement Benefits	10.16.07; 3.21.06; 3.21.06
<p>NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.</p>		
<p><u>EXHIBITS</u> None</p>		
<p><u>REFERENCES</u> None</p>		
<p><u>FORMS</u> None</p>		
<p><i>CANYONS BOARD OF EDUCATION</i></p>		

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**Negotiations
Contract Year 2020-2021**

Proposal

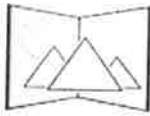
CEA proposes that licensed employees who are adopting a child be able to take five (5) additional accumulated Personal Leave Days if they do not have enough Sick Leave Days to convert to Adoption Leave up to 30 total days. See attached changes to policy 410.4 - Employee Leave (Licensed).

Rationale

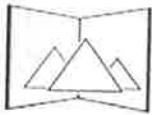
Licensed employees who are adopting a child may have utilized their Sick Leave Days for pursuing fertility treatments. Many couples pursue both treatments at adoption at the same time. The policy currently allows use of up to 30 accumulated Sick Leave Days to be converted to Adoption Leave. If an employee does not have 30 Sick Leave Days, they may convert an additional five (5) Personal Leave Days for Adoption Leave.

Agreed to virtually on May 7, 2020 at 2:18 p.m.

Tentative Agreement Between Canyons School District & Canyons Education Association	
 _____ For Canyons School District	<u>5/8/2020</u> _____ Date
 _____ For Canyons Education Association	<u>5/8/2020</u> _____ Date



POLICY—410.4—EMPLOYEE LEAVE (LICENSED)		
	DISTRICT CODE: 410.4	ADOPTED: 5.8.2018 (NEG)
	RESCINDS:	ADOPTED:
<u>BOARD POLICY</u>		
<ol style="list-style-type: none"> 1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees: <ol style="list-style-type: none"> 1.1. alternative leave; 1.2. bereavement leave; 1.3. educational leave; 1.4. personal leave paid; 1.5. personal leave non-paid; 1.6. sick leave; and 1.7. employee-funded sick bank. 2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy. 		
	ADMIN-REG: 410.4-1	APPROVED: 5.8.18
<u>POLICY 410.4—EMPLOYEE LEAVE (LICENSED)</u>		
<u>ADMINISTRATIVE REGULATION—410.4-1: (Alternative Leave)</u>		
Eligible licensed employees shall receive an alternative leave day each year.		
Alternative leave shall be administered according to the following regulations:		
<ol style="list-style-type: none"> 1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year. 2. Employees taking alternative leave shall be required to pay a fee of \$110.00. 3. Alternative leave is non-accumulative. 4. Employees shall give at least one day's notice of the intent to take alternative leave. 5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year. 		



ADMIN-REG:
410.4-2

APPROVED:
5.8.18

ADMINISTRATIVE REGULATION—410.4-2: (Bereavement Leave)

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

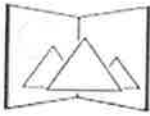
1. Employees who qualify for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home.
2. Employees shall be granted, for funeral and related issues, 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 attend to estate issues. The additional days must be taken within one (1) calendar year of the parent's death.
5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy.

ADMIN-REG:
410.4-3

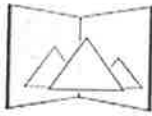
APPROVED:
5.8.18

ADMINISTRATIVE REGULATION—410.4-3: (Educational Leave)

1. **Definition:** Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program.
 - 1.1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
 - 1.2. There shall be no compensation for this leave.
 - 1.3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium.
 - 1.4. The granting of educational leave shall not compel the employee to return to the District.



2. **Qualifications:** Educational leave may be granted to full-time employees who have been employed by the Canyons School District for a minimum of three (3) consecutive years.
3. **Application and Approval:** An application for educational leave shall be filed with the Human Resources Department by February 1 for the following school year. Applicants will be notified of approval or denial by March 1.
 - 3.1. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
 - 3.2. The application must contain a written recommendation from the applicant's immediate supervisor.
 - 3.3. Each request for educational leave shall be reviewed on an individual basis. 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, an approval or denial for educational leave is not cause for filing a formal or informal grievance.
4. **Progress Report:** Employees on educational leave must submit a progress report to the LPIC by February 15 of the year for which the leave is granted.
 - 4.1. The progress 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 for staffing purposes.
5. **Evidence of Completion:** It is the responsibility of the employee to submit evidence of successful completion of his/her approved program to LPIC by August 1. Evidence may include: transcripts, outlines of studies, reports, etc.
6. **Return to Employment:** A candidate returning from successful completion of educational leave shall be guaranteed a comparable position in the District for which they are qualified.
 - 6.1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 - 6.2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 - 6.3. Educational leave shall not be considered a break in continuous service.
7. **Extenuating Circumstances:** An employee may return to employment as indicated in Return to Employment, Section 6 above, if the employee is unable to successfully complete the approved educational leave program for the following extenuating circumstances:
 - 7.1. maternity or adoption of a child;
 - 7.2. military service;
 - 7.3. illness;
 - 7.4. or other reason deemed appropriate by the LPIC.



8. **Employment Separation:** An employee who does not complete the approved educational leave, with the exception of Extenuating Circumstances as listed in Section 7, shall be deemed to have abandoned their position and voluntarily resigned from the District. The individual may reapply for open positions.

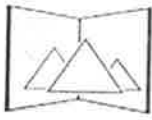
ADMIN-REG:
410.4-4

APPROVED:
5.8.2018

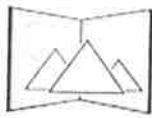
ADMINISTRATIVE REGULATION—410.4-4: (Personal Leave – Paid)

Employees are encouraged to avoid absenteeism.

1. Each eligible licensed employee of the district shall be given at least three (3) days per year personal leave at no cost to the employee (See, **Exhibit—1**, Leave Allocation).
 - 1.1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 - 1.2. Employees who work a 196 or a 206-day contract will have days prorated according to the length of their contract. Employees who work a 242-day contract receive vacation leave in lieu of prorated personal leave.
 - 1.3. Each employee may accumulate unused personal leave. An employee may not use more than five (5) personal leave days in any contract year, except as provided in 410.04-6.
2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
3. Personal leave may be taken the day before or after a school holiday for licensed employees who work a 196 or 206-day contract.
4. Personal leaves may also be taken the day before or after a school holiday for the following specific reasons:
 - 4.1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 - 4.2. To attend the following types of events:
 - 4.2.1. 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.
 - 4.2.2. Graduations of near relatives as defined in "3.2" above.
 - 4.2.3. Required court appearances,
 - 4.2.4. Deaths not covered by Bereavement Policy.
 - 4.3. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
5. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:



- 5.1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay a fee of \$110.00 and apply for the leave at least five (5) working days in advance, except as follows:
 - 5.1.1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.
 - 5.1.2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - 5.1.3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay a fee of \$110.00. Written notification will be sent to all applicants within two working days.
 - 5.1.4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.
 - 5.1.5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
 - 5.1.6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay a fee of \$110.00.
6. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
 - 6.1. 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.
 - 6.2. 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, etc.
7. Personal leave days may not be taken during the preparation or professional development days prior to the first day of school, but may, through collaboration with the principal/director, exchange one of these days for other non-contract hours.
8. Personal leave days may not be used during parent/teacher conferences, except in unusual circumstances with supervisor approval.
9. Personal leave days may not be used on make-up days as the result of employee job action.



	ADMIN-REG: 410.4-5	APPROVED: 5.8.18
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ADMINISTRATIVE REGULATION—410.4-5: (Personal Leave-Non-Paid)

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. Should an employee have a compelling need for non-paid personal leave, a request must be made in writing to their immediate supervisor for notice and the Human Resources Department for approval. 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. Leave granted under this regulation 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 be absent from their assignment despite the denial shall be deemed to be have abandoned their position and voluntarily resigned their employment with the District.
6. This leave does not negate the other official leave provisions of the Board.
7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher could receive up to fifteen (15) half days in a three-year period.

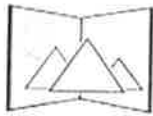
	ADMIN-REG: 410.4-6	APPROVED: 5.8.18
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ADMINISTRATIVE REGULATION—410.4-6: (Sick Leave)

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

Definitions:

1. Family Sick Leave: Allocated on a yearly basis as outlined in **Exhibit—2**. This leave may be used for the employee's health care needs or the health care needs of the immediate family members.
2. Sick Leave: Any Family Sick Leave not used by the end of the school year becomes accrued Sick Leave accessible to the employee to use for their own health care needs in future school years.
3. Immediate Family: A spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.



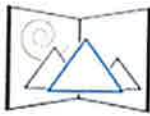
The sick leave policy shall be administered according to the approved sick leave regulations.

1. Licensed employees with continuous service, shall be allocated sick leave in accordance with the following schedule: (See, **Exhibit—2**)
2. **Calculating Sick Leave Allowances**
 - 2.1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent of the allocated days.)
 - 2.2. When calculating Sick Leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
3. **Use of Sick Leave for Critical Family Care**

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

 - 3.1. Use of Sick Leave for Critical Family Care must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.
 - 3.2. Licensed employees may not access Critical Family Care days until two (2) personal leave days, all vacation leave (if applicable), and all Family Leave days are used. Licensed employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) personal leave days in any contract year as set forth in this policy section 410.4-4.
 - 3.3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.
 - 3.3.1. If circumstances warrant it, the Sick Leave Review Board may authorize up to three (3) additional Critical Family Care days equal to the number of unused Family Sick Leave available at the beginning of the critical illness.

Licensed employees who have exhausted two personal leave days, and the initial twelve (12) days of Critical Family Care days, but who must continue to deal with a critically ill family member (as defined above) may apply to the Sick Leave Review Board for additional days. One additional Critical Family Care day may be granted for each year of service in the District up to a maximum of fifteen (15) days.



4. Converting Sick Leave for Adoption.

4.1. A licensed employee who adopts a child may apply to convert up to thirty (30) accrued Sick Leave days for Adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of thirty (30) days of converted Sick Leave for Adoption at the time of physical custody of the child.

4.1.1. A licensed 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 (410.04-4 1.3), if the licensed employee has insufficient Sick Leave to convert for Adoption Leave.

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

ADMIN-REG:
410.4-7

APPROVED:
5.8.18

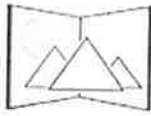
ADMINISTRATIVE REGULATION—410.4-7: (Licensed Employee-Funded Sick Bank)

1. Establishment of Sick Leave Bank and Eligibility.

- 1.1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.
- 1.2. To be eligible to participate in the sick bank a licensed employee must voluntarily donate annually one day of allocated Family Sick Leave to the Sick Leave Bank. Employees wishing to opt out of participation in the Sick Leave Bank must annually complete the appropriate form no later than September 1 of each school year.

2. Use of Sick Leave Bank

- 2.1. 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.
- 2.2. Medically documented intermittent leave for long-term illness may be approved.
- 2.3. Days from the Sick Leave Bank shall be granted to eligible licensed employees only after all accrued Sick Leave, Family Sick Leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the Sick Leave Bank are encouraged to apply to the Sick Leave Bank when they have more than 15 days of accrued Sick Leave left to avoid the deduction of a \$110.00 fee per day.
- 2.4. Licensed employees will be required to sign a release of medical information when making application to the Sick Leave Bank. Sick Leave Review Board



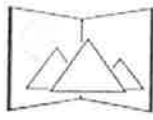
members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.

- 2.5. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of days of Sick Leave Bank which a licensed employee qualifies to receive and any pay loss to be sustained (see Exhibits 3 and 4). (Years of service shall be computed in accordance with established guidelines.)

ADMINISTRATIVE REGULATION (Sick Bank Leave Allowances)

1. Sick Bank Leave Allowances

- 1.1. First Year Licensed Employees
 - 1.1.1. First year licensed employees shall be allowed up to 10 Sick Leave Bank days.
 - 1.1.2. A fee of \$110.00 shall be deducted from the first two days of Sick Leave Bank used.
- 1.2. Second Year Employees
 - 1.2.1. Second Year Employees shall be allowed up to 10 Sick Leave Bank days at full pay according to **Exhibit—3**.
 - 1.2.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.2.1) are used, second year employees may be granted up to 10 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
 - 1.2.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant second year employees up to 20 additional days of Sick Leave Bank after all other Sick Leave Bank days provided under items (1.2.1 and 1.2.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.3. Third Year Licensed Employees
 - 1.3.1. Third year licensed employees shall be allowed up to 40 Sick Leave Bank days at full pay according to **Exhibit—4**.
 - 1.3.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.3.1) are used, third year licensed employees may be granted up to 40 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
 - 1.3.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant third year licensed employees sufficient Sick Leave Bank days to cover their transition to long-term disability after all other Sick Leave Bank days provided under items (1.3.1) and (1.3.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.



- 1.4. Licensed employees with four or more years of service shall be allowed up to 120 days from the Sick Leave Bank at full pay less a fee of \$110.00 for each day the licensed employee falls below 15 days of accumulated Sick Leave at the beginning of the school year. (A fee of \$110.00 will be deducted for a maximum of 15 days.)

2. Sick Bank Leave Limitations

- 2.1. Prior to granting Sick Leave Bank days, a licensed employee shall agree in writing to repay compensation received for Sick Leave 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.
- 2.2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- 2.3. A second opinion may be required with any costs not covered by insurance borne by the District.
- 2.4. When a licensed employee requests Sick Leave 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 Leave Bank days are granted. Use of Sick Leave Bank leave days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.
- 2.5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave Review Board is provided.

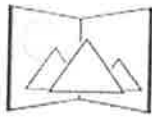
ADMINISTRATIVE REGULATION: (Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence).

1. Sick Leave Review Board

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

2. Abuse of Sick Leave

- 2.1. Administrators shall periodically review Sick Leave usage.
- 2.2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to



review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.

- 2.3. If it is determined that an abuse of Sick Leave has occurred:
 - 2.3.1. The Sick Leave days which were paid inappropriately shall be reclaimed from the licensed employee.
 - 2.3.2. The licensed employee may be suspended for up to five (5) days without pay during the next pay period.
 - 2.3.3. A reprimand shall be entered in the licensed employee's personnel file.
- 2.4. A second proven abuse of Sick Leave may result in immediate termination.

3. Payment for Sick Leave

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

4. Notification of Absence

- 4.1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
- 4.2. Licensed employees shall request leave through the District's online attendance website as soon as they know that they will be absent from work, so a substitute may be arranged, if needed.

REFERENCES

None

EXHIBITS

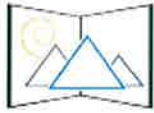
- Exhibit—1—Leave Allocation
- Exhibit—2—Sick Leave Allowance Schedule
- Exhibit—3—Second Year Licensed Employees
- Exhibit—4—Third Year Licensed Employees

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 9361 South 300 East Sandy, UT 84070.



POLICY—410.4—EMPLOYEE LEAVE (LICENSED)		
	DISTRICT CODE: 410.4	ADOPTED: 5.8.2018 (NEG)
	RESCINDS:	ADOPTED:
<u>BOARD POLICY</u>		
<p>1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:</p> <ul style="list-style-type: none"> 1.1. alternative leave; 1.2. bereavement leave; 1.3. educational leave; 1.4. personal leave paid; 1.5. personal leave non-paid; 1.6. sick leave; and 1.7. employee-funded sick bank. <p>2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.</p>		
	ADMIN-REG: 410.4-1	APPROVED: 5.8.18
<u>POLICY 410.4—EMPLOYEE LEAVE (LICENSED)</u>		
<u>ADMINISTRATIVE REGULATION—410.4-1: (Alternative Leave)</u>		
Eligible licensed employees shall receive an alternative leave day each year.		
Alternative leave shall be administered according to the following regulations:		
<ul style="list-style-type: none"> 1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year. 2. Employees taking alternative leave shall be required to pay a fee of \$110.00. 3. Alternative leave is non-accumulative. 4. Employees shall give at least one day's notice of the intent to take alternative leave. 5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year. 		

	ADMIN-REG: 410.4-2	APPROVED: 5.8.18
<p>ADMINISTRATIVE REGULATION—410.4-2: (Bereavement Leave)</p> <p>Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.</p> <ol style="list-style-type: none"> 1. Employees who qualify for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home. 2. Employees shall be granted, for funeral and related issues, 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 attend to estate issues. The additional days must be taken within one (1) calendar year of the parent's death. 5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy. 		
	ADMIN-REG: 410.4-3	APPROVED: 5.8.18
<p>ADMINISTRATIVE REGULATION—410.4-3: (Educational Leave)</p> <ol style="list-style-type: none"> 1. Definition: Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program. <ol style="list-style-type: none"> 1.1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years. 1.2. There shall be no compensation for this leave. 1.3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium. 1.4. The granting of educational leave shall not compel the employee to return to the District. 		



2. **Qualifications:** Educational leave may be granted to full-time employees who have been employed by the Canyons School District for a minimum of three (3) consecutive years.
3. **Application and Approval:** An application for educational leave shall be filed with the Human Resources Department by February 1 for the following school year. Applicants will be notified of approval or denial by March 1.
 - 3.1. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
 - 3.2. The application must contain a written recommendation from the applicant's immediate supervisor.
 - 3.3. Each request for educational leave shall be reviewed on an individual basis. 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, an approval or denial for educational leave is not cause for filing a formal or informal grievance.
4. **Progress Report:** Employees on educational leave must submit a progress report to the LPIC by February 15 of the year for which the leave is granted.
 - 4.1. The progress 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 for staffing purposes.
5. **Evidence of Completion:** It is the responsibility of the employee to submit evidence of successful completion of his/her approved program to LPIC by August 1. Evidence may include: transcripts, outlines of studies, reports, etc.
6. **Return to Employment:** A candidate returning from successful completion of educational leave shall be guaranteed a comparable position in the District for which they are qualified.
 - 6.1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 - 6.2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 - 6.3. Educational leave shall not be considered a break in continuous service.
7. **Extenuating Circumstances:** An employee may return to employment as indicated in Return to Employment, Section 6 above, if the employee is unable to successfully complete the approved educational leave program for the following extenuating circumstances:
 - 7.1. maternity or adoption of a child;
 - 7.2. military service;
 - 7.3. illness;
 - 7.4. or other reason deemed appropriate by the LPIC.

8. **Employment Separation:** An employee who does not complete the approved educational leave, with the exception of Extenuating Circumstances as listed in Section 7, shall be deemed to have abandoned their position and voluntarily resigned from the District. The individual may reapply for open positions.

ADMIN-REG:
410.4-4

APPROVED:
5.8.2018

ADMINISTRATIVE REGULATION—410.4-4: (Personal Leave - Paid)

Employees are encouraged to avoid absenteeism.

1. Each eligible licensed employee of the district shall be given at least three (3) days per year personal leave at no cost to the employee (See, **Exhibit—1, Leave Allocation**).
 - 1.1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 - 1.2. Employees who work a 196 or a 206-day contract will have days prorated according to the length of their contract. Employees who work a 242-day contract receive vacation leave in lieu of prorated personal leave.
 - 1.3. Each employee may accumulate unused personal leave. An employee may not use more than five (5) personal leave days in any contract year, except as provided in 410.04-6
2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
3. Personal leave may be taken the day before or after a school holiday for licensed employees who work a 196 or 206-day contract.
4. Personal leaves may also be taken the day before or after a school holiday for the following specific reasons:
 - 4.1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 - 4.2. To attend the following types of events:
 - 4.2.1. 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.
 - 4.2.2. Graduations of near relatives as defined in "3.2" above.
 - 4.2.3. Required court appearances,
 - 4.2.4. Deaths not covered by Bereavement Policy.
 - 4.3. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
5. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:

- 5.1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay a fee of \$110.00 and apply for the leave at least five (5) working days in advance, except as follows:
 - 5.1.1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.
 - 5.1.2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - 5.1.3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay a fee of \$110.00. Written notification will be sent to all applicants within two working days.
 - 5.1.4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.
 - 5.1.5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
 - 5.1.6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay a fee of \$110.00.
6. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
 - 6.1. 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.
 - 6.2. 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, etc.
7. Personal leave days may not be taken during the preparation or professional development days prior to the first day of school, but may, through collaboration with the principal/director, exchange one of these days for other non-contract hours.
8. Personal leave days may not be used during parent/teacher conferences, except in unusual circumstances with supervisor approval.
9. Personal leave days may not be used on make-up days as the result of employee job action.



ADMIN-REG:
410.4-5

APPROVED:
5.8.18

ADMINISTRATIVE REGULATION—410.4-5: (Personal Leave-Non-Paid)

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. Should an employee have a compelling need for non-paid personal leave, a request must be made in writing to their immediate supervisor for notice and the Human Resources Department for approval. 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. Leave granted under this regulation 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 be absent from their assignment despite the denial shall be deemed to be have abandoned their position and voluntarily resigned their employment with the District.
6. This leave does not negate the other official leave provisions of the Board.
7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher could receive up to fifteen (15) half days in a three-year period.

ADMIN-REG:
410.4-6

APPROVED:
5.8.18

ADMINISTRATIVE REGULATION—410.4-6: (Sick Leave)

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

Definitions:

1. Family Sick Leave: Allocated on a yearly basis as outlined in **Exhibit—2**. This leave may be used for the employee’s health care needs or the health care needs of the immediate family members.
2. Sick Leave: Any Family Sick Leave not used by the end of the school year becomes accrued Sick Leave accessible to the employee to use for their own health care needs in future school years.
3. Immediate Family: A spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee’s home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

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

1. Licensed employees with continuous service, shall be allocated sick leave in accordance with the following schedule: (See, **Exhibit—2**)
2. **Calculating Sick Leave Allowances**
 - 2.1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent of the allocated days.)
 - 2.2. When calculating Sick Leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
3. **Use of Sick Leave for Critical Family Care**

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

 - 3.1. Use of Sick Leave for Critical Family Care must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.
 - 3.2. Licensed employees may not access Critical Family Care days until two (2) personal leave days, all vacation leave (if applicable), and all Family Leave days are used. Licensed employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) personal leave days in any contract year as set forth in this policy section 410.4-4.
 - 3.3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.
 - 3.3.1. If circumstances warrant it, the Sick Leave Review Board may authorize up to three (3) additional Critical Family Care days equal to the number of unused Family Sick Leave available at the beginning of the critical illness.
Licensed employees who have exhausted two personal leave days, and the initial twelve (12) days of Critical Family Care days, but who must continue to deal with a critically ill family member (as defined above) may apply to the Sick Leave Review Board for additional days. One additional Critical Family Care day may be granted for each year of service in the District up to a maximum of fifteen (15) days.



4. Converting Sick Leave for Adoption.

- 4.1. A licensed employee who adopts a child may apply to convert up to thirty (30) accrued Sick Leave days for Adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of thirty (30) days of converted Sick Leave for Adoption at the time of physical custody of the child.
 - 4.1.1. A licensed 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 (410.04-4 1.3), if the licensed employee has insufficient Sick Leave to convert for Adoption Leave.
- 4.2. Any additional leave must fall under the regulations of Policy—400.26—Family Medical Leave Act.

ADMIN-REG:
410.4-7

APPROVED:
5.8.18

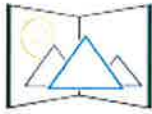
ADMINISTRATIVE REGULATION—410.4-7: (Licensed Employee-Funded Sick Bank)

1. Establishment of Sick Leave Bank and Eligibility.

- 1.1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.
- 1.2. To be eligible to participate in the sick bank a licensed employee must voluntarily donate annually one day of allocated Family Sick Leave to the Sick Leave Bank. Employees wishing to opt out of participation in the Sick Leave Bank must annually complete the appropriate form no later than September 1 of each school year.

2. Use of Sick Leave Bank

- 2.1. 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.
- 2.2. Medically documented intermittent leave for long-term illness may be approved.
- 2.3. Days from the Sick Leave Bank shall be granted to eligible licensed employees only after all accrued Sick Leave, Family Sick Leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the Sick Leave Bank are encouraged to apply to the Sick Leave Bank when they have more than 15 days of accrued Sick Leave left to avoid the deduction of a \$110.00 fee per day.
- 2.4. Licensed employees will be required to sign a release of medical information when making application to the Sick Leave Bank. Sick Leave Review Board



members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.

- 2.5. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of days of Sick Leave Bank which a licensed employee qualifies to receive and any pay loss to be sustained (see Exhibits 3 and 4). (Years of service shall be computed in accordance with established guidelines.)

ADMINISTRATIVE REGULATION (Sick Bank Leave Allowances)

1. Sick Bank Leave Allowances

1.1. First Year Licensed Employees

- 1.1.1. First year licensed employees shall be allowed up to 10 Sick Leave Bank days.
- 1.1.2. A fee of \$110.00 shall be deducted from the first two days of Sick Leave Bank used.

1.2. Second Year Employees

- 1.2.1. Second Year Employees shall be allowed up to 10 Sick Leave Bank days at full pay according to **Exhibit—3**.
- 1.2.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.2.1) are used, second year employees may be granted up to 10 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.2.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant second year employees up to 20 additional days of Sick Leave Bank after all other Sick Leave Bank days provided under items (1.2.1 and 1.2.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.

1.3. Third Year Licensed Employees

- 1.3.1. Third year licensed employees shall be allowed up to 40 Sick Leave Bank days at full pay according to **Exhibit—4**.
- 1.3.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.3.1) are used, third year licensed employees may be granted up to 40 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.3.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant third year licensed employees sufficient Sick Leave Bank days to cover their transition to long-term disability after all other Sick Leave Bank days provided under items (1.3.1) and (1.3.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.

- 1.4. Licensed employees with four or more years of service shall be allowed up to 120 days from the Sick Leave Bank at full pay less a fee of \$110.00 for each day the licensed employee falls below 15 days of accumulated Sick Leave at the beginning of the school year. (A fee of \$110.00 will be deducted for a maximum of 15 days.)

2. Sick Bank Leave Limitations

- 2.1. Prior to granting Sick Leave Bank days, a licensed employee shall agree in writing to repay compensation received for Sick Leave 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.
- 2.2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- 2.3. A second opinion may be required with any costs not covered by insurance borne by the District.
- 2.4. When a licensed employee requests Sick Leave 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 Leave Bank days are granted. Use of Sick Leave Bank leave days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.
- 2.5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave Review Board is provided.

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

1. Sick Leave Review Board

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

2. Abuse of Sick Leave

- 2.1. Administrators shall periodically review Sick Leave usage.
- 2.2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to



review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.

- 2.3. If it is determined that an abuse of Sick Leave has occurred:
 - 2.3.1. The Sick Leave days which were paid inappropriately shall be reclaimed from the licensed employee.
 - 2.3.2. The licensed employee may be suspended for up to five (5) days without pay during the next pay period.
 - 2.3.3. A reprimand shall be entered in the licensed employee's personnel file.
- 2.4. A second proven abuse of Sick Leave may result in immediate termination.

3. Payment for Sick Leave

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

4. Notification of Absence

- 4.1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
- 4.2. Licensed employees shall request leave through the District's online attendance website as soon as they know that they will be absent from work, so a substitute may be arranged, if needed.

REFERENCES

None

EXHIBITS

- Exhibit—1—Leave Allocation
- Exhibit—2—Sick Leave Allowance Schedule
- Exhibit—3—Second Year Licensed Employees
- Exhibit—4—Third Year Licensed Employees

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 9361 South 300 East Sandy, UT 84070.



**Negotiations
Contract Year 2020-2021**

Proposal



CEA and Canyons District propose adopting the changes to the following negotiated policies as recommended by the Policy Review Advisory Group (see attached redline and clean versions):

- 410.13 Reduction in Force
- 410.5 Fringe Benefits

Rationale

The Policy Review Advisory Group has thoroughly vetted the changes included.

Agreed to virtually on May 7, 2020 at 1:02 p.m.

Tentative Agreement Between Canyons School District & Canyons Education Association	
 _____ For Canyons School District	<u>5/8/2020</u> _____ Date
 _____ For Canyons Education Association	<u>5/8/2020</u> _____ Date

BOARD POLICY

1. The primary consideration in any Reduction in Force (RIF) will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the District, i.e., educating students to be college and career ready. The purpose of this policy is to establish an orderly procedure used to terminate employment when the Board determines that a RIF is necessary. This policy will be applied in a fair and equitable manner without regard for ~~age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status~~ age, race, color, religion, gender, national origin, disability, veteran status and in accordance with state and federal law.

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2. The Board authorizes the Superintendent and the District Administration to establish administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION—410.13-1:

1. **Grounds for Reduction in Force**

1.1. A Reduction in Force may be implemented when the District Administration, under the direction of the Board, determines that any of the following circumstances occur:

1.1.1. Declining student enrollments in the District

1.1.2. The discontinuance or substantial reduction of a particular service or program

1.1.3. The shortage of anticipated revenue

1.1.4. School consolidation

1.1.5. Other unforeseen circumstances

1.2. Policy—410.13—Reduction in Force is only implemented when the District is unable to place teachers using Policy—410.12—Assignments and Transfers.

2. **Reduction in Force Procedures**

2.1. Should the need for a Reduction in Force occur, the following procedures shall be followed:

2.2. Decisions will be based on the program and staffing needs of the District.

2.3. Licensed employees shall be grouped according to work assignments; (e.g. elementary, secondary—math, secondary-social studies, and special education). Any employee who is licensed/endorsed in more than one group is listed within the group where ~~the employeeshe/she~~ performs most of ~~theirhis/her~~ duties.

2.4. The District Administration, under the direction of the Board, shall determine the number of licensed employees to be terminated, due to a Reduction in Force, for each group.

2.5. Criteria used to establish the rankings will be reviewed and/or revised in consultation with the employee agent group and provided to employees and/or posted by the District prior to the reduction in force selection.

2.6 The District Administration shall rank licensed employees, within each negatively impacted group, by their:

- 2.65.1. performance evaluations
- 2.65.2. educational qualifications
- 2.65.3. professional ~~conduct~~ contributions
- 2.65.4. professional ~~contribution~~ conduct

2.6. ~~Criteria used to establish the rankings will be provided to employees and/or posted by the District.~~

2.7. The licensed employee(s) with the lowest rank(s) shall have their employment terminated.

3. **Notification**

3.1. Notification of termination, when related to a Reduction in Force, shall include the assurance that licensed employees will have the opportunity to interview for open positions, for which they are qualified, for one year.

3.2. Under normal circumstances, licensed employees who are to be affected by the Reduction in Force shall receive at least thirty (30) days notice or, in the case of urgent or unforeseen circumstances, as soon as the information is known.

4. **Rehire**

4.1. If employment is terminated through Reduction in Force and the licensed employee is rehired within ~~three one-calendar~~ three one-calendar years from the date of the reduction in force, the employee's salary ~~increment level/step, lane placement,~~ and other leave benefits shall be reinstated at the level existing at the time of termination.

BOARD POLICY

1. The primary consideration in any Reduction in Force (RIF) will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the District, i.e., educating students to be college and career ready. The purpose of this policy is to establish an orderly procedure used to terminate employment when the Board determines that a RIF is necessary. This policy will be applied in a fair and equitable manner without regard for age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status and in accordance with state and federal law.
2. The Board authorizes the Superintendent and the District Administration to establish administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION—410.13-1:

1. Grounds for Reduction in Force

- 1.1. A Reduction in Force may be implemented when the District Administration, under the direction of the Board, determines that any of the following circumstances occur:
 - 1.1.1. Declining student enrollment in the District
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 - 1.1.4. School consolidation
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2.6.3. professional conduct

2.6.4. professional contributions

2.6.

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4. Rehire

4.1. If employment is terminated through Reduction in Force and the licensed employee is rehired within three years from the date of the reduction in force, the employee's salary increment level, and other leave benefits shall be reinstated at the level existing at the time of termination.

BOARD POLICY

1. The Board of Education recognizes the need to establish [Professional Licensed Staff Fringe Benefit](#) programs for qualifying employees.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION—410.5-1: (Attendance Incentive)

1. The Superintendent and District Administration recognize it is in the best interest of students to have employees on the job each contract day and establishes the following Attendance Incentive Program for qualifying [Professional Licensed Staff](#).
2. Funds recouped for “no pay” days, based on average salary less the cost of substitutes, shall be distributed to those employees paid on teacher salary schedules whose sick leave, personal leave, or “no pay” days during the contract year total between 0-2 days when rounded upward. Funds shall be distributed according to the following guidelines:
 - 2.1. Employees must complete a full contract year to be eligible.
 - 2.2. Only those employees eligible for fringe benefits can be the recipients of this program.
 - 2.3. Payment will be made on the ~~regular~~ July 31 check deposit payroll based upon “no pay” days used from July through June.
 - 2.4. The following method will be used for calculating the dollar value of this incentive for each eligible employee:
 - 2.4.1. Employees will be assigned a point value based on the total number of absences according to the following:
 - 2.4.1.1. No absences 5.5 points
 - 2.4.1.2. One absence 3.0 points
 - 2.4.1.3. Two Absences 1.5 points
 - 2.4.2. Total funds available shall be divided by the total points earned, which shall result in a dollar value per point.

BOARD POLICY

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 - 2.4.2. Total funds available shall be divided by the total points earned, which shall result in a dollar value per point.



**Negotiations
Contract Year 2020-2021**



Proposal

CEA proposes that the grading window at the end of all grading terms, except the final grading term, be increased to a minimum of three contract days.

Rationale

Canyons reduced paid working days without students, opting to pay teachers to finalize grades on their own time as per the 2019 negotiation. Giving teachers only two days to finalize is extremely stressful when they are due mid-week. Many teachers regularly work over contract time in order to complete regular duties and may have other school-related obligations in the afternoon and evening. Increasing this time will make timeline compliance more feasible for many teachers and increase morale at no fiscal cost to the district.

Agreed to virtually on May 7, 2020 at 2:22 p.m.

Tentative Agreement Between Canyons School District & Canyons Education Association	
 _____ For Canyons School District	<u>5/8/2020</u> _____ Date
 _____ For Canyons Education Association	<u>5/8/2020</u> _____ Date