

**Jordan School District Board of Education
and
Jordan Educational Support Professionals Association**

Classified Negotiated Agreement 2017-18

Negotiations Team

Jen Atwood	Secretary, Board of Education
John Larsen	Business Administrator
Anthony Godfrey	Associate Superintendent
June LeMaster	Administrator, Human Resources
Tim Bell	UniServ Director, JESPA
Dennis Durrant	President, JESPA
Connie Erickson	Administrative Assistant, West Hills Middle School
Carrie Payton	Paraprofessional, Kauri Sue Hamilton School
Dale Garfield	Facilities General Trade Technician
Kevin Sprague	Head Custodian, Copper Mountain Middle School

Jordan School District Board of Education

Janice L. Voorhies	President, Precinct 6
Matthew Young	Vice President, Precinct 2
Jen Atwood	Secretary, Precinct 7
Bryce Dunford	Member, Precinct 5
Tracy J. Miller	Member, Precinct 3
Marilyn Richards	Member, Precinct 4
Darrell Robinson	Member, Precinct 1

The Jordan School District Board of Education and Jordan Educational Support Professionals Association (JESPA) agree to the following agreements for classified employees:

1. A Cost of Living (COLA) increase in the amount of 5.4% will be added to all Steps on the Classified Salary Schedule. In order to fund a larger COLA increase, Steps will not be awarded for the 2017-18 school year.
2. Classified employees will cover fifty (50) percent of any future anticipated insurance premium increase and the District will cover fifty (50) percent of any future anticipated insurance premium increase; however, there is no insurance premium increase for the 2017-18 contract year.
3. The same number of working days and hours for currently contracted employees will be maintained except as required by District policy and procedures.

4. The changes outlined in this agreement will be effective on July 1, 2017.

5. The schedule for earning vacation leave will be as follows:

0-3 years of services = 10 days of leave	13 YOS = 16 days
4-5 YOS = 11 days	14 YOS = 17 days
6-7 YOS = 12 days	15 YOS = 18 days
8-9 YOS = 13 days	16 YOS = 19 days
10-12 YOS = 15 days	17+ YOS = 20 days

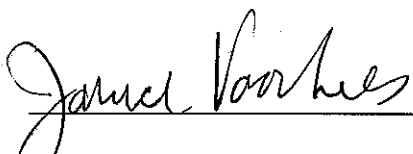
6. DP343 NEG *Hours of Work* will be modified to allow for pay at the rate of time and one half for days which are observed as holidays.

7. Policy Revisions

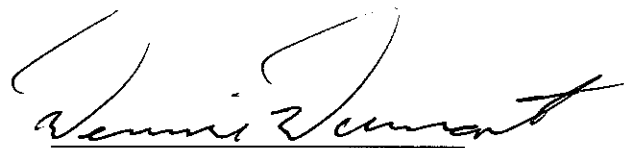
- DA168 NEG *Assignment of Bus Drivers and Bus Attendants*
- DP330B NEG *Bereavement Leave – Classified*
- DP326 NEG *Sick Leave – Classified*
- DP336B NEG *Leave of Absence (One Year) – Classified*

Jordan School District
Board of Education

Jordan Education Support Professionals Association



Janice Voorhies, President
Dated May 23, 2017



Dennis Durrant, President
Dated May 23, 2017

**JORDAN SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2017 / 2018**

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	10.63	11.98	13.55	15.06	16.21	17.22	18.09	19.17	20.45	22.48	1
2	10.97	12.31	13.98	15.46	16.65	17.69	18.57	19.68	21.01	23.08	2
3	11.21	12.63	14.29	15.87	17.09	18.15	19.07	20.22	21.55	23.72	3
4	11.51	12.99	14.69	16.31	17.56	18.63	19.58	20.75	22.13	24.35	4
5	11.82	13.31	15.07	16.75	18.01	19.14	20.11	21.30	22.73	24.99	5
6	12.13	13.68	15.47	17.19	18.51	19.65	20.62	21.88	23.33	25.66	6
7	12.46	14.05	15.89	17.64	19.00	20.18	21.20	22.45	23.96	26.35	7
8	12.80	14.42	16.32	18.12	19.51	20.72	21.77	23.06	24.60	27.06	8
9	13.13	14.81	16.76	18.60	20.05	21.27	22.34	23.69	25.25	27.78	9
10	13.48	15.20	17.21	19.10	20.57	21.85	22.95	24.33	25.94	28.51	10
11	13.85	15.62	17.67	19.61	21.13	22.42	23.57	24.97	26.63	29.29	11
12	14.22	16.02	18.14	20.15	21.69	23.03	24.18	25.64	27.35	30.07	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	23.23	24.53	26.98	28.51	30.20	31.94	33.78	35.75	37.82	40.01	1
2	23.86	25.18	27.70	29.28	31.00	32.79	34.69	36.70	38.82	41.08	2
3	24.51	25.85	28.44	30.07	31.84	33.66	35.61	37.68	39.85	42.18	3
4	25.15	26.55	29.21	30.88	32.68	34.57	36.57	38.70	40.92	43.32	4
5	25.81	27.26	29.99	31.70	33.57	35.49	37.55	39.74	42.02	44.47	5
6	26.52	27.98	30.80	32.56	34.47	36.45	38.57	40.80	43.15	45.66	6
7	27.24	28.74	31.62	33.42	35.38	37.43	39.60	41.90	44.30	46.89	7
8	27.95	29.50	32.47	34.33	36.33	38.44	40.66	43.01	45.50	48.16	8
9	28.71	30.30	33.34	35.25	37.31	39.46	41.75	44.17	46.72	49.44	9
10	29.47	31.10	34.23	36.19	38.30	40.52	42.87	45.34	47.96	50.76	10
11	30.26	31.95	35.15	37.15	39.34	41.60	44.03	46.57	49.25	52.13	11
12	31.07	32.80	36.09	38.14	40.39	42.72	45.20	47.82	50.57	53.51	12

Note: This salary schedule is adopted only for the current school year. Any reference to future lane or step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.

SUBJECT: ASSIGNMENT OF BUS DRIVERS AND BUS ATTENDANTS

I. Board Directive

The Board recognizes the value of having a clearly defined statement relative to assignment of bus drivers, and delegates to the Administration the responsibility to administer the following bus driver assignment policy.

II. Administrative Policy

The Administration delegates the responsibility for assignment of bus drivers to the Director of Transportation who shall perform such responsibilities consistent with the following regulations and requirements:

- A. Each driver shall have a valid Commercial Driver's License (CDL) with proper endorsements. Drivers shall receive reimbursement for CDL renewal.
- B. Each driver shall provide the Director of Transportation with a doctor's statement that the driver has passed a physical examination and is physically fit to assume the full responsibilities of a bus driver.
- C. ~~The Once every two years, the Board shall pay \$50 every other year of employment to each driver for a physical examination by a qualified physician~~ the cost of the Department of Transportation (DOT) physical renewal, provided the driver uses a qualified physician authorized by the District. Each driver will be responsible for making his/her own arrangements for this physical examination.
- D. Regular Bus Routes - A.M. and P.M.
 1. All bus drivers and bus attendants employed by the District will be assigned a regular morning and afternoon route by the Director of Transportation. Changes in assignments will be made at the beginning of each school year insofar as possible. A driver whose contract route is involuntarily reduced mid-year due to unexpected route changes or other extenuating circumstances will maintain their benefit calculation ratio, in effect at the time of the route reduction, through the end of the current contract year. The benefit ratio determines the amount the employee will pay for insurance coverage.
 2. When vacancies occur on established routes, new routes, kindergarten routes, or special education routes, this information will be posted for five (5) working days at the Transportation Office. Drivers or attendants may sign up for those runs based on department seniority and qualifications. Once the vacancy has been filled, other drivers or attendants may request assignment to the subsequent vacancy. If any created vacancy requires more than 30 hours of work per week, the position must be opened for bid. Any other subsequent vacancies shall be listed and distributed to contract drivers who may review and request in writing to the Director of Transportation. All others will be appointed by the Director of Transportation based on qualifications.
 - a. Applicants may have one (1) reassignment per fiscal year for any purpose. Additional reassignments are allowed if the reassignment will give the applicant additional hours.
 - b. Drivers will be assigned to regular kindergarten routes, and will be paid at their regular rate of pay for a minimum of two (2) hours, to include 30 minutes for the daily pre-trip/post-trip inspection, cleaning and refueling the bus, or actual time above the two (2) hours regardless of the number of routes served.
 - c. Rescheduling of routes may alter time requirements from year to year.
 - d. No assignment will be made which creates excessive deadheading. Excessive deadheading shall be defined as "greater than allowed on regular bus runs."

SUBJECT: ASSIGNMENT OF BUS DRIVERS AND BUS ATTENDANTS

- e. Drivers cannot trade assignments.
 - f. Unique circumstances may require the Director to reassign drivers or attendants without regard to department seniority when it is necessary to meet special District or employee needs which are reasonable and not arbitrary.
3. If a driver or attendant requests assignment to a bus run away from the areas in which he/she lives, he/she must furnish his/her own transportation to the point where the bus for that route is regularly stored. There will be no "deadheading" of buses out of regularly assigned areas for the convenience of the drivers or attendants.
- E. Regular Program Runs
- Minimum contract hours include 30 minutes for the daily pre-trip/post-trip inspection, cleaning and refueling the bus.
- 1. For drivers hired on a contract prior to July 1, 2014: Drivers will be paid at the regular rate of pay on quarter-hour increments for time worked beyond the four (4) hours per contract day. Some bus runs may not require the services of a driver for a normal four (4) hour day. As few drivers as possible shall be hired for less than a regular contract. These drivers shall be paid the regular contract hourly rate. If a contract driver is assigned to these runs, other work may be required to fulfill the hourly requirements of a contract bus driver.
 - 2. For drivers hired on a contract on or after July 1, 2014: Drivers will be paid at the regular rate of pay on quarter-hour increments for time worked beyond the six (6) hours per contract day.
- F. Drivers shall be paid as follows:
- 1. Driving time shall be paid at the driver's established hourly rate.
 - 2. Payment for field trip/activity runs shall be based on actual driving and layover time plus a one-half hour allowance for inspecting, cleaning and fueling the bus. A minimum of two (2) hours is required.
 - 3. The hourly rate of pay for substitute bus drivers shall be equal to 100 percent of Lane 7, Step 1.
- G. Drivers shall be compensated according to the Standards for Utah School Buses and Operations Manual for time required for pre- or post-trip and for time spent cleaning and fueling vehicles.
- H. Field Trip and Activity Runs
- 1. Driver assignments
 - a. Drivers interested in driving for field trips and activity runs shall notify the Director of Transportation or designee.
 - b. A list of interested drivers shall be compiled in the order of department seniority.
 - c. Except in unusual circumstances, drivers shall not be assigned to field trip/activity runs which would require them to exceed a 40-hour work week even if contract hours are not worked because of scheduled or unscheduled leave usage. All overtime must be authorized by the Director of Transportation.
 - d. As far as possible, field trip/activity run assignments shall not interfere with regular route assignments.

SUBJECT: ASSIGNMENT OF BUS DRIVERS AND BUS ATTENDANTS

- e. Available field trips and activity runs shall be posted in the Transportation Office two (2) weeks in advance or for as many days as possible if two (2) weeks of notification is not received.
- f. Interested drivers must indicate their interest by submitting the proper form with the Field Trip Office by 9:00 a.m. on the posted sign up day. The driver will list desired field trips/activity runs on the form by request number. Drivers may choose to be present (not on contract time) when their field trip requests are reviewed.
- g. Available field trip/activity run assignments shall be posted. Drivers shall bid on field trip/activity runs or be assigned based on the driver's available hours within the 40-hour work week, department seniority, ability to meet the pick-up/drop-off time and preference, in that order. The same driver may be assigned to field trip/activity runs that extend over multiple days. (Drivers will not be penalized for extra time beyond what was posted or assigned.)
- h. The field trip bid process will proceed on a rotation order beginning with the senior driver on the list of interested drivers. Each driver will be allowed to sign up for one available field trip at a time. After a driver makes his/her selection, the next driver in seniority will make a selection. The procedure will continue through the list of interested drivers until all drivers on the list have had a chance to select one (1) field trip. Following this initial round of field trip selection, drivers who still need required contract hours will be assigned field trips until the obligation is met. After all obligated contract hours have been met, the field trip assignment process will resume with the seniority rotation procedure until all requested field trip/activity runs have been assigned.
- i. During the weeks prior to September 1 and after the spring sports tournaments, the District cannot guarantee 30-hour contract drivers, assigned to routes of less than 30 hours, the full 30 hours per week.
- j. Field trip/activity run requests made with four (4)-13 days' notice will be assigned by the Field Trip Office using the Department seniority list until all requests have been filled.
- k. Field trip/activity requests received with less than 72 hours' notice will be assigned by the Director of Transportation or his/her designee.
- l. Substitute drivers shall not be assigned to field trip/activity runs until all interested benefit-eligible drivers with available hours have been assigned.
- m. Drivers are responsible to pick up their field trip/activity run assignments and paperwork from the field trip office. Any assignment/ paperwork which has not been picked up by Thursday of the week prior to the field trip will be reassigned to another available driver.
- n. Drivers who decline the first assigned field trip/activity run must wait in rotation for his/her next opportunity to select a trip, the same as if he/she had selected a trip on his/her first opportunity.
- o. June Field Trips: Drivers interested in driving field trips and activity runs shall notify the Director of Transportation or designee. A list of interested drivers will be compiled in the order of Department seniority. All overtime must be authorized by the Director of Transportation. As far as possible, field trip/activity runs should not interfere with regular route assignments.

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- p. July and August Field Trips: the field trip office will compile a list of drivers who are interested in driving during this time period. The bidding process will be done using the phone number(s) provided by the driver. Those drivers who have indicated interest will be called according to the Department seniority list. The field trip office will allow 30 minutes for the driver to return the phone call to accept a field trip. After 30 minutes the field trip office will call the next driver in line of seniority. The field trip office will go through the entire list offering trips before returning to the top of the list. Two (2) weeks before the start of traditional school, bidding will return to the process described in H.1.a.-g. above.
- 2. The Director of Transportation has authority to deviate from the assignment provisions listed in item H. 1. under the following circumstances:
 - a. The field trip/activity run requires more than 15 buses.
 - b. The field trip/activity run covers hazardous terrain.
 - c. The field trip/activity run request was received on short notice
 - d. The field trip/activity run is extended in time and/or distance.
 - e. An unexpected need for bus service must be met.
 - f. An emergency school closure or evacuation is underway.
 - g. A community emergency is underway.
 - h. Other compelling reason.
- 3. Overnight travel: Drivers will be compensated for a minimum of eight (8) hours for each day traveling to and from the field trip destination. Drivers will be compensated for a minimum of eight (8) hours for each day at the destination. In accordance with Federal Department of Transportation Regulations, Federal Motor Carrier Safety Administration 49 CFR Part 395, a Jordan School District bus driver may only be on duty for 15 hours, followed by a full eight (8) hours of off-duty rest time. A driver may only drive for 10 of those 15 on-duty hours. Care should be taken to ensure drivers are well rested in order to operate the bus safely. The schools will be responsible to provide for the expenses incurred to be in compliance with this regulation, which may include a separate hotel room for each driver and any mileage or travel expenses for additional relief drivers.
- 4. Bus drivers will be compensated as follows for field trips:
 - a. Monday-Friday: Drivers shall be paid a minimum of two (2) hours or the actual time spent on field trip/activity runs. This time will include one-half hour for cleaning and fueling the bus. If the field trip/activity run is cancelled while the driver is on duty or the trip assignment is one-way (either to or from an event), drivers shall be paid for a minimum of two hours with the one-half hour allowance for inspecting, cleaning and fueling the bus included as part of the minimum. The additional costs will be charged to the school or department that cancels the activity.
 - b. Weekend/Holidays: If the school fails to cancel the field trip prior to the driver arriving at the bus facility, the driver shall be paid for four (4) hours. The costs will be charged to the school or department that failed to cancel the activity.

SUBJECT: ASSIGNMENT OF BUS DRIVERS AND BUS ATTENDANTS

5. If the field trip/activity run is not completed on time and a substitute must be assigned to the driver's regular route, the school shall pay a minimum of two (2) additional hours to cover substitute costs.
 6. Upon arrival at the field trip/activity run destination, drivers shall secure the bus and remain accessible to the group unless otherwise instructed by the administrator in charge.
 7. The school administration shall assure that one or more responsible, adult supervisors are aboard each bus that is on a field trip/activity run.
 8. Drivers shall make every effort to assure safety and shall follow established procedures for student discipline. (See District Policy DA170—School Bus Discipline.)
 9. It is not permitted for drivers to transport family members unless they are part of the group/class paying for the trip. It is also not permitted for Jordan School District buses to travel across state lines.
 10. Jordan School District buses are not authorized to operate between 1:00 A.M. and 4:00 A.M.
 11. When students are engaged in an activity where a change of clothing is required, schools should make arrangements for a changing room for students. School buses shall not be used as a dressing room.
- I. Assignment of Bus Attendants
1. Bus attendants will be paid at the regular rate of pay on quarter-hour increments for time worked beyond the contract hours.
 2. For attendants hired on a contract prior to July 1, 2014: If a bus run does not require the services of a bus attendant for a normal four (4) hours per contract day, the bus attendant will be a temporary at-will substitute bus attendant for actual hours worked.
 3. For attendants hired on a contract on or after July 1, 2014: If a bus run does not require the services of a bus attendant for the normal six (6) hours per contract day, the bus attendant will be a temporary at-will substitute bus attendant.
 4. Field trip assignments for attendants will be done in the following manner: The field trip office will compile a list of attendants who are interested in being attendants for field trips. Attendants will be notified using the phone number(s) provided by the attendant. Those attendants who have indicated interest will be called according to the Department seniority list. The field trip office will allow 30 minutes for the attendant to return the phone call to accept or reject the field trip/activity run. After 30 minutes the field trip office will call the next attendant in line of seniority. The field trip office will go through the entire list offering trips before returning to the top of the list.

SUBJECT: BEREAVEMENT LEAVE—CLASSIFIED

I. Board Directive

It is the directive of the Board to allow employees who qualify for benefits to receive released time with pay for bereavement in the case of the death of a member of the immediate family. The Board delegates the responsibility for implementing policy regarding bereavement leave for classified employees.

II. Administrative Policy

The Bereavement Leave Policy shall be administered in accordance with the following administrative policy provisions:

- A. Employees shall be granted up to eight (8) days absence without pay deduction in the event of the death of a ~~husband, wife spouse, daughter, or son, step-daughter or step-son~~. This would also include any other person residing in the home who may have assumed the role of daughter or son.
- B. Employees shall be granted up to three (3) days absence without pay deduction in the event of the death of the employee's or spouse's ~~father, mother, parent, grandchild~~, brother, sister, grandchild, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or other person residing in the employee's home. Verification of family relationship may be requested.
- C. 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.
- D. Bereavement Leave is provided only for the death of individuals listed under items A. and B. and must be taken within fourteen (14) calendar days of the individual's death. Employees who request to take additional leave days or who need to miss work because of the death of an individual not covered in this policy should refer to DP335B NEG —Personal Leave.
- E. Bereavement leave for part-time employees shall be prorated according to the percentage of a full-time contract; e.g., an employee on a 30-hour contract would be eligible for eight (8) six-(6) hour days for the death of individuals listed in items A. and B. a husband, wife, daughter or son.
- F. If the death of an employee's ~~mother or father, parent~~ results in the loss of the only remaining parent, up to three (3) days may be taken to deal with estate issues. The three (3) additional days must be taken within one (1) calendar year of the parent's death.

SUBJECT: SICK LEAVE—CLASSIFIED

I. Board Directive

It is the directive of the Board to authorize paid sick leave for classified personnel who qualify for sick leave benefits and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing policy for sick leave and family leave benefits. If additional leave is needed beyond what is covered in this policy, refer to DP322 NEG - Family Medical Leave Act.

II. Administrative Policy

The sick leave policy shall be administered according to the following administrative policy provisions:

- A. Immediate family is defined as husband, wife, 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~~Bank Committee for consideration of immediate family status.
- B. Extended family is defined as anyone included in the immediate family definition plus a spouse's father, mother, brother, sister or an employee's or spouse's grandfather, grandmother, grandchild, brother-in-law, sister-in-law, son-in-law or daughter-in-law.
- C. Any leave used within this policy will run concurrent with FMLA leave, if the employee meets the eligibility requirements for FMLA as outlined in DP322 Family Medical Leave Act.
- D. Sick leave allowances for contracted employees shall be determined by a combination of contract days and years of service according to the following schedule:
 - 1. Employee sick leave allowances

Years 1 through 5	7 days per year
Years 6 through 10	11 days per year
Years 11 through 15	12 days per year
Years 16 and above	13 days per year
 - 2. Maximum allowances

9-Month Employees: (Includes all bus drivers and attendants)	
Maximum sick leave accumulation	180 days
10-Month Employees:	
Maximum sick leave accumulation	200 days
11-Month Employees:	
Maximum sick leave accumulation	220 days
12-Month Employees:	
Maximum sick leave accumulation	240 days
- E. A classified employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of extended family members as defined above.
- F. Sick leave accrual
 - 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 leave accumulation.

SUBJECT: SICK LEAVE—CLASSIFIED

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.
- G. 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 employee's immediate family, as defined above.
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~~electronically by applying online via Employee Access.
 2. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave, and vacation leave days. Employees will be allowed to use up to five (5) personal leave days in any contract year, as set forth in policy DP335B—Personal Leave - Classified.
 3. In cases of extended critical care, employees may apply for additional days beyond the twelve (12) day allowance.
 - a. 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 to a maximum of three (3).
 - b. For those employees hired prior to July 1, 1977, the Sick ~~Leave-Bank Review~~ Committee may allow sick leave days for critical family care as defined above. One additional day may be granted for each year of service in the District up to a maximum of 15 days. If additional days are granted, the employee shall be required to pay 40 percent of the employee's daily rate.
- H. Use of sick leave for adoption
1. An employee who adopts a child must apply for critical family care days by submitting his/her request ~~in writing~~electronically to the Sick ~~Leave-Bank Review~~ Committee by applying online via Employee Access.
 2. Employees may not apply for critical family care benefits until all accrued leave days are used in the following order: personal leave, family leave and vacation leave days. Employees will be allowed to use up to five (5) personal leave days in any contract year as set forth in policy DP335B—Personal Leave - Classified.
 3. Employees may be granted a maximum of twenty (20) days leave at the time actual custody of the child is received. An employee shall not exceed a total of twenty (20) days of leave time, including the use of accrued personal and family leave days.
 4. Any additional leave must fall under the provisions of DP322—Family Medical Leave Act.
- I. Sick leave payments, procedures, and limitations
1. In accordance with established policy, full pay shall be allowed upon the completion of the absence form with the approval of the principal or immediate supervisor.
 2. The Administration may require a doctor's certificate without regard to the number of sick leave days claimed at any one time.

SUBJECT: SICK LEAVE—CLASSIFIED

- 3. Absences due to illness are to be 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 according to the ratio that the number of days of possible service bears to the total number of days during that contract or employment year.
- 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 conference with the employee.
- 7. 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 Administrator of Human Resources or his/her designee and an investigation shall be conducted.
- 8. If the investigation of sick leave abuse proves to be true, the following policy provisions will be in effect:
 - a. Salary received for those unauthorized days shall be reclaimed.
 - b. There shall be a five-day (5) suspension without pay. The principal/director will determine when this suspension will be implemented to cause the least disruption to the school/department and students, in the next pay period.
 - c. Disciplinary actions taken, up to and including termination of employment shall be entered in the employee's personnel file.
- 9. Elective surgery shall be scheduled to minimize the time off work.

J. Employee-Funded Sick Leave Bank

- 1. Establishment of the Sick Leave Bank
 - a. 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. Non-contracted employees shall not be eligible for the sick bank.
 - b. The sick bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
 - c. Employees who are considered "Provisional" as defined in DP314 NEG—Provisional and Probationary Classified Personnel as of July 1 are not eligible for sick bank benefits that year. An employee's continuous contracted service as of July 1 will determine their sick bank eligibility for that year. Sick leave days per year are based on the following:
 - 1) 1 - 3 years of service are eligible for up to 15 sick bank days
 - 2) 4 - 7 years of service are eligible for up to 30 sick bank days
 - 3) 8 - 11 years of service are eligible for up to 60 sick bank days
 - 4) 12 years of service and above are eligible for up to 120 sick bank days

SUBJECT: SICK LEAVE—CLASSIFIED

2. Employee Funded Sick Leave Bank Application
 - a. ~~Employees shall complete an official request for sick leave online via Employee Access, bank form bearing the employee's original signature. Sick leave bank forms are available from the immediate supervisor, online, or in the District Human Resources Department.~~
 - ~~b.a.~~ 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.
 - ~~e.b.~~ 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.
 - ~~d.c.~~ 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.
 - ~~e.d.~~ A second opinion may be required with any costs not covered by insurance borne by the District.
 - f. 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) ~~applied for been approved for and is receiving~~ FMLA (which will run concurrently with any sick leave bank usage); and
 - 2) exhausted all accrued sick leave days, personal days (up to a maximum of five (5) days), vacation days; and
 - 3) missed a minimum of fifteen (15) work days (any days from #1 and #2 above and/or no-pay days qualify for meeting this requirement).
 - g. 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.
3. Employee Funded Sick Leave Bank Limitations
 - a. No employee shall draw more than 120 days from the sick leave bank during a three-year period.
 - b. No employee shall take vacation days within 15 working days after drawing upon the sick leave bank.
 - c. No employee shall accrue leave days, i.e., personal, family, sick or vacation while drawing upon the sick leave bank.
 - d. After 180 calendar days, including summer months, sick leave benefits from District sources shall terminate and employees shall transition to long term disability according to the provisions of policy DP317—Long Term Disability.

 SUBJECT: SICK LEAVE—CLASSIFIED

- e. Prior to granting sick bank days, an employee shall acknowledge and agree in the online application ~~writing~~ to repay the sick bank any unused vacation days for sick bank days used or granted before transitioning to long-term disability.
 - f. Prior to granting sick bank days an employee shall acknowledge agree in ~~writing the~~ online application to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year. The purpose of said funds would be to purchase days for the sick bank.
 - g. No appeal beyond the sick leave bank is provided.
 - h. If all days in the sick bank are exhausted prior to July 1, no additional days will be granted for the remainder of the current contract year.
4. Sick Leave Bank Committee
- a. Sick Leave Bank Committee, composed of the Human Resources classified 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 classified 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.
 - b. 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 a quarterly basis.
 - c. The Human Resources classified administrator shall make available to the ~~committee~~ Committee all the information that is submitted with an employee's sick bank request ~~at least 24 hours prior the regularly scheduled meeting.~~
 - d. Minutes of all Sick Leave Bank Committee meetings shall be recorded and ~~distributed~~ made available to all Committee members.

TENTATIVE

 SUBJECT: LEAVE OF ABSENCE (ONE YEAR)—CLASSIFIED

I. Board Directive

The Board recognizes that there are times when employees could benefit from a year's leave of absence. This leave could be used for any purpose which is substantially different from the employee's current job assignment or duties but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah. A leave of absence of up to one (1) year may be granted upon recommendation of the employee's supervisor and approval by the Human Resources Department. The Administration is delegated to administer a policy for a one-year leave of absence for classified personnel.

II. Administrative Policy

The following administrative policy provisions shall be followed in implementing Board policy:

- A. Requests for a leave of absence must be submitted ~~on the Request for Leave of Absence form to the principal or director online through Employee Access~~ at least thirty (30) days prior to the date of the anticipated leave. All ~~designated requested~~ information must be provided ~~on the online form on the District leave of absence form~~. The leave cannot extend beyond one (1) year from the day the leave was granted.
- B. Employees will not receive salary or fringe benefits while on leave of absence. Health and accident insurance may be purchased through the District under the COBRA option. The cost will be 102 percent of the established premium rate.
- C. ~~The employee must verbally notify his/her principal or director prior to submitting the online leave request. The principal or director will be notified by the Human Resource Department upon receipt of the completed leave request. The principal or director will recommend approval of the request and submit in writing both his/her recommendation and the employee's request to the Human Resources Department for District approval.~~
- D. The employee will be notified in writing of approval or denial of the leave request. The employee will notify the District in writing 30 days prior to the date he/she intends to return. The employee will be placed in the first available position for which he/she is qualified and licensed and shall be paid at the level appropriate to that position without loss of seniority and benefits. An employee returning from a leave will be placed back into an equal position to which he/she was assigned prior to the leave as soon as a position becomes available.
- E. Transportation employees returning from a one-year leave of absence may be placed on the substitute driver list and then bid on the first available position for which he/she is qualified consistent with District policy DA168 NEG—Assignment of Bus Drivers and Bus Attendants.
- F. This leave shall not apply to provisional employees unless for recuperative purposes for illness or injury.
- G. This leave will not be granted in successive years except for illness or injury.
- H. This leave does not provide experience credit for salary placement.