

NEGOTIATED AGREEMENT BETWEEN
THE JUNEAU EDUCATION ASSOCIATION
AND THE BOARD OF EDUCATION



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ON BEHALF OF THE CITY AND BOROUGH OF
JUNEAU SCHOOL DISTRICT

JULY 1, 2022~~5~~ – JUNE 30, 2025~~6~~

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ARTICLE 1

Recognition

Section 1. Introduction

This Agreement is entered into between the Board of Education on behalf of the City and Borough of Juneau School District, to be referred to as the Board, and the Juneau Education Association (NEA-Alaska/NEA), to be referred to as the Association.

The intent of this Agreement is to set forth and record the agreement between the parties on those matters pertaining to wages, hours, and conditions of employment.

Unless the context otherwise requires, the term "Agreement" shall refer to the basic provisions contained in the executed agreement and any and all appendices attached and made a part of the agreement.

Section 2. General Recognition/Exclusive Representation

The Board recognizes the Association as the exclusive bargaining representative for all certificated teaching personnel employed by the District and placed on contract for the duration of the assignment in accordance with Alaska Statute (more than nineteen (19) days). Certificated employees represented by JSAA shall not be included in the Association bargaining unit.

The parties to this Agreement recognize that the duties and work performed by the certificated employees in the bargaining unit shall be performed only by unit members.

Before the District solicits or contracts with non-bargaining unit members, they shall inform the association leadership that bargaining unit vacancies exist and the District has exhausted all available and qualified candidates.

Section 3. Non-interference

The purpose of this article is to recognize the right of the bargaining agent to represent certificated teaching personnel in the bargaining unit in negotiations with the Board. Granting recognition is not to be construed as obligating the Board in any way to continue any functions or policies, nor diminish its power as authorized by law.

Section 4. Verification of Representation

The Association and the Board shall abide by AS 23.40.100, Representatives and Elections.

ARTICLE 2

Principles

Nothing in the Agreement shall restrict the right of the individual certificated employee to present problems of personal concern to the building Principal or Superintendent or Board in that order, except that such presentation will be considered the views of the individual and not necessarily those of the Association.

ARTICLE 3
Non-Discrimination

The Association and the District agree that neither shall discriminate against any person on the basis of age, color, disability, family, gender identify or expression, gender, marital status, membership in the Association, national origin, political affiliation, pregnancy, race, religion, sexual orientation, or veteran status.

ARTICLE 4
Management Rights

This Agreement contains the full and complete Agreement of the parties with respect to all negotiable items that have been fully discussed. The management rights of the Board, including the right to adopt rules, regulations, and policies deemed necessary by the Board during the term of this Agreement shall be considered limited only by the specific and express terms of this Agreement.

ARTICLE 5
Maintenance of Standards

All negotiable conditions of employment that were available to an employee during the life of the former Agreement, even though not specifically written into the contract, shall be continued during the term of this Agreement unless otherwise changed by the collective bargaining agreement.

ARTICLE 6

Supplemental Agreements/Labor Management

Section 1. Memoranda of Understanding

This negotiated Agreement may be amended through Memoranda of Understanding upon mutual consent of both parties. The parties agree that the Memoranda of Understanding provisions shall be used for the purpose of addressing matters of significance that are not dealt with in the existing negotiated Agreement and/or provide clarification to existing contract language. Except for the establishment of a Service Recognition Program, salaries, benefits, or other compensation items shall not be negotiated under this provision.

Memoranda of Understanding shall be completed through negotiation between the two parties at any time during the life of the Agreement.

Memoranda of Understanding shall, upon ratification, become a part of the regular negotiated Agreement and be subject to all of its provisions.

Section 2. Letters of Agreement

Letters of Agreement may be utilized to resolve conflicts related to individual employees and/or unique circumstances. Letters of Agreement will be entered into knowing the unique nature of the circumstances will sunset at a point in time defined in the agreement. Letters of agreement will not become ~~precedence~~ **precedent**-setting within the Negotiated Agreement.
(line space added)

Section 3. Labor Management Meetings

Appointees of the JEA President and the Superintendent will regularly meet during the school year for the purpose of frank and full sharing of information related to matters of mutual interest to the District and the Association including, but not necessarily limited to, funding, budget, **workload review**, and personnel matters, as well as resolving conflicts and issues (~~1st meeting each month~~) and special education matters of mutual interest (~~2nd meeting each month~~); however, the process is not intended to bypass the grievance procedure outlined in Article 23 of this Agreement.

During the first Labor Management meeting of the school year in August, a meeting schedule will be agreed upon. **Meeting times will be scheduled for no more than 1.5 hours. The first half of the meeting will be dedicated to Special Education issues. The remainder of the time will be for other labor management issues.** It is the intent that the JEA President and the Superintendent will be present at all Labor Management meetings, and the Director of Student Services will be in attendance ~~at the second meeting each month.~~ **for the special education portion.** If an unforeseen circumstance occurs, notification will be communicated. Meetings can either be rescheduled or still occur, by mutual agreement.

ARTICLE 7

Negotiations

Section 1. General Procedures

Negotiations procedures shall be conducted in accordance with Alaska Public Employment Relations Act (PERA).

Section 2. Inaugurating Negotiations

Either party may initiate negotiations by written notice. Written notice of intent to negotiate shall be sent by certified mail, or by electronic mail the President of the Association to the Board, or by the Board President to the Association. A written receipt (email etc.) of intent to negotiate shall be acknowledged within seven (7) calendar days.

Each party shall select a negotiations team and within fourteen (14) calendar days from acknowledgement notice, and they shall agree upon a satisfactory time and place for the first meeting.

Negotiations shall be considered open upon the first meeting of the negotiating teams and will commence within forty-five (45) calendar days of the first meeting.

If neither party notifies the other by December 1, of the school year that the Agreement is to expire, of its intent to negotiate, the Agreement is automatically renewed for the following school year.

Section 3. Conducting Negotiations Sessions

The Association and the Board agree to participate in “good faith” negotiations.

Information will be exchanged freely during meetings (and between meetings, if mutually agreed upon) in an effort to reach mutual understanding and agreement.

The Association shall be entitled to copies of information and documents normally made available to the public by request.

All negotiations shall be conducted pursuant to ground rules agreed to by the parties.

The first meeting between the District and the Association shall be to determine by mutual agreement ground rules and style of bargaining. Ground rules will be signed prior to the conclusion of the first meeting unless otherwise agreed to by the designated Spokespersons.

Section 4. Agreements

All initial proposals, tentative agreements before ratification, last best offer proposals, and final agreement between parties shall be available to the public for review.

When the participants reach a consensus on the successor Agreement each party will present the tentative agreement to their constituents prior to ratification. The Board and/or the Association may reserve the right to have the proposed Agreement reviewed by their respective counsels before ratification.

Section 5. Ratification

The Agreement shall be ratified by the Association prior to ratification by the Board of Education.

ARTICLE 8
Savings Clause

In the event any section or part of a section is proved to be in violation of the law, the portion of the Agreement is null and void. The remaining articles and other provisions remain in effect and upon the request of either the Board or the Association the parties shall enter into immediate negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision impacted by change in laws.

No provisions of the Agreement may be changed, modified or altered during the term of the Agreement except by mutual consent of the parties.

This Agreement supersedes all other Agreements.

ARTICLE 9

School Year and School Day

Section 1. School Year

The standard certificated employee's contract shall be one hundred eighty-five (185) days.

~~Teachers~~ **Educators** are expected to complete all end-of-year responsibilities and check-out with their immediate supervisor. One day will be designated as a work day before the first student-contact day.

Section 2. Grading and Preparation Days for Conferences

Teachers shall receive the following to complete report cards/grades:

- A. ~~Up to one~~ **(1)** parent/teacher conference day **per school year** will be reclassified as a teacher work day or remain a conference day depending on teacher choice.
- B. Teachers will be required to complete parent/teacher conferences.

They will conduct parent/teacher conferences ~~during work hours~~ within **ten (10)** days of the District calendared parent/teacher conference day. The teacher does not claim outside contract hours.

Section 3. School Day

The length of the school day for each certificated employee within the District shall be seven and one-half (7.5) hours, including a thirty (30) minute minimum duty-free lunch.

Section 4. Additional Days for Specialists

In order to meet the needs of students, the District may offer additional contract days as follows:

1. High School Counselors up to ten (10) days
2. Middle School Counselors up to six (6) days
3. School Psychologists up to six (6) unassigned days
4. Activities Athletic Directors up to thirty (30) additional days
5. Special education teachers may request up to one (1) additional contract day before their contract begins and if approved will be paid at their daily rate. The request must be submitted to Student Services not later than three (3) days prior to first contract day. This day is to be used to meet with parents, build student and paraeducator schedules, contact service providers, etc. This day may not replace inservice days or the teacher work day. The teacher must serve at their site, unless an alternative site is approved by Student Services. Personal leave may not be taken on these requested days. ~~(Effective date beginning July 1, 2023)~~

ARTICLE 10 Work Schedule

Section 1. Preparation Time

Other than before and after the school day, lunch time, and elementary fifteen (15) minute morning and afternoon breaks, time that is educator/self- directed for tasks such as writing lesson plans, analyzing data, grading papers, researching lesson topics, meeting with parents or colleagues, or doing other professional work of their choice. Educators will be relieved of all student contact and supervisory obligations. *(This language is moved from Appendix A 12.)*

Elementary School: *(add line break)*

Grades K-6 educators shall be provided ~~two hundred ten (210) minutes per week in FY 24 and~~ two hundred twenty-five (225) minutes per week ~~beginning in FY25~~ for preparation time during the student day. Preparation time may be blocked in increments of time of no less than thirty (30) minutes. ~~(Effective date beginning July 1, 2023)~~

Secondary School:

Middle School educators shall be provided a period of ninety (90) minutes per day for preparation time during the student day.

High School educators shall be provided a minimum of two hundred fifty (250) minutes per week for preparation time during the student day. Preparation time may be blocked in increments of time, provided that any given block is no less than fifty (50) minutes.

Section 2. Break Time

Every elementary ~~educator teacher~~, ~~Pre-K-6 K-5~~, shall be provided ~~with~~ a fifteen (15) minute duty-free break in both the mornings and afternoons (recess may count for this purpose).

~~Section 3. Elementary and High School Low Incidence Non-Instruction Time Special Education~~ **Educators** ~~Elementary special education teachers and high school Low Incidence Special education teacher(s) shall be provided an additional sixty (60) minutes per week of non-instruction time.~~ **Special Education Educators shall receive up to seven and one-half (7.5) hours, prorated by FTE, of release from student contact once per quarter in order to complete special education paperwork.**

Section 4. Supervision

~~Educators Teachers~~ shall not be required to be in a class that is under the supervision of another certificated ~~educator employee~~. In the event of a team-teaching situation, the ~~educators teachers~~ involved and the building administrators shall agree upon a policy stipulating under what conditions one ~~educator teacher~~ may leave their students under the sole supervision of the other team member. The policy must be agreeable to the parties involved in the team-teaching situation, including the building administrator.

Section 5. Non-Teaching Duties

Non-certificated ~~educators staff~~ will be responsible for supervision of playground, lunchroom activity, hall duty and other assistance of ~~educators teachers~~. ~~Educators Teachers~~ shall perform these duties when additional help is deemed necessary by the building administration on a non-continuous basis.

Section 6. Changes in Work Schedules

The work schedule standards provided in Sections 1 through 4 of Article 10 may be amended at individual

school sites by agreement of the principal and two-thirds (2/3) of the affected bargaining unit staff at that school

Section 7. Multi-building Assignments

Certificated classroom teachers assigned to more than one building shall be provided:

- a. Schedules that allow for prep and lunch;
- b. Sufficient time to travel between assignment locations; with a minimum of 5 minutes to open and 5 minutes to close work locations. If more time is needed, the educator and administrator will have a conversation about meeting the needs of travel.
- c. Advised travel times are as follows:

To / From Locations		Travel Time
Douglas	Downtown	15
Douglas	Lemon Creek	20
Douglas	Valley	30
Downtown	Lemon Creek	20
Downtown	Valley	25
Downtown	Downtown	10
Lemon Creek	Valley	20
Valley	Valley	15

*During ice and snow events it is understood that it will take longer to travel between sites. The educator should contact their supervisor to communicate possible weather delays.

Douglas: SGCS

Downtown: JDHS, ~~JCCS~~, ~~HBV Harborview~~ & TCLL, ~~Marie Drake~~, ~~YDHS~~, ~~Montessori~~, ~~HomeBRIDGE~~

Lemon Creek: ~~DH Campus~~, ~~YDHS~~, ~~MB~~, ~~JCCS~~, ~~DHMS~~, JYC

Valley: ~~TMHSMS~~, MRCS, ~~FDMS~~, ~~SES~~-GVES, KHE, ~~RBES~~, ABES, ~~Miller House/Montana Creek~~ **Raven's Way, HomeBRIDGE**

The principals of these certificated teachers shall meet and develop a schedule that meets the above (a. through c.) by the fifth (5th) contract day of each semester.

Section 8. Meeting Sign-In

The District will utilize electronic sign-in procedures for recording attendance at meetings and/or trainings for the purpose of payment.

Meeting stipend payment requests must be submitted to Payroll no later than thirty (30) calendar days after the meeting is held. The stipend will be paid no later than three (3) pay cycles after submission. Meeting stipend payment requests received outside of the thirty (30) calendar days will not be honored. (Effective date beginning July 1, 2023).

Section 9. Room Preparation Time

On years without a work day in the contract, the site-based inservice training time prior to the first student-contact day and after the last student-contact day, the minimum DEED-required hours (for grades 4-12) will be dedicated to inservice training. Any additional time beyond those minimum hours will be used for educator-directed preparation time. This does not apply to district inservice time, unless designated by the ~~Director of Teaching and Learning Support~~ **Superintendent or designee**.

Section 10. Library Collection Management Time

Elementary librarians will have one hundred fifty (150) minutes per week for library collection management time.

Section 11. Compensation for Coverage During Prep

This section does not apply when substituting for a classified position such as but not limited to paraeducator, office staff, or custodial positions.

Educators will be compensated for coverage as follows:

An Administrator may request that an educator teach a class period, temporarily assigned a class, or group of students in a certificated position during their regularly scheduled preparation period because a substitute is not available. The educator is under no obligation to accept the request. If accepted, the educator will be paid at the pro-rata daily rate.

Section 12. Lunch Coverage

Administrator-directed interruption of an educator's duty-free lunch period may result in the lunch period being restarted or considered additional paid work time of 30 minutes compensated at a pro-rata daily rate.

Section 13. Special Education Paperwork Days

Special Education ~~teachers~~ **educators** and related service providers may request paperwork day(s) through coordination with their site administrator and student services coordinator.

Section 14. Special Education Work Space

The District will make a good faith effort to provide each related service ~~educator employee~~ a work space in the facility that is their home base of operations. In the event no space is available, the ~~educators~~ **staff member** will be notified in writing.

ARTICLE 11

Extra Duty Assignment

Section 1. Determination of Activities and Positions

The building administrator, with the approval of the superintendent, will determine which Extra Duty Assignments, from those designated on the Extra Duty Assignment Pay Schedule, shall be offered and funded for the following school year. Extra Duty Assignments for the next school year will be posted by May 5th. Each year, any new Extra Duty Assignment (any Extra Duty Assignment not on the pay schedule) must be approved by the superintendent before they can be offered and a funding source and range be determined.

Extra Duty Assignments funded by private (non-school district) sources shall be governed by the provisions of this agreement.

Section 2. Selection of Advisors and Coaches

Extra Duty assignments are subject to evaluation.

A. Extra assignment beyond the 7.5-hour day shall be based on qualifications in the following order:

1. Incumbents who have successfully performed the duties and responsibilities of the Extra Duty Assignment as noted in the evaluation process;
2. Qualified in-building certified staff members;
3. Qualified in-district certified staff members;
4. Other qualified individuals;

B. In the event of two or more applicants at any single level the administration may assign the extra duty position to the most qualified applicant.

C. Assistant advisor/coaching positions shall initially be selected by use of the Article 11, Section 2A process. Final selection will be made by mutual agreement between the building administration and the head advisor/coach. Assistants will remain in place by mutual agreement between the head advisor/coach and the building administrator until such time as a new head advisor/coach is hired.

D. Offers to incumbent head advisors/coaches to continue in the position shall be made in writing prior to May 5th. Incumbents must respond in writing to the offer within five days or the position may be considered vacant.

E. If an incumbent is not rehired they will be notified on or before May 5th.

F. Vacancies in positions that begin prior to October 1st shall be posted in that building by May 10th. In building certified staff members will have five days to apply. Positions that are not filled shall be posted district-wide with certified staff members given five days to apply. Positions that still are not filled shall be posted district-wide and within the community until filled or until pulled by the district. Positions shall be filled no later than the last day of the school year when practical.

G. Vacancies in positions that begin after October 1st shall be posted in that building by May 10th whenever possible. In building certified staff members shall have five days to apply. Positions that are not filled shall be posted district-wide with certified staff members given five days to apply. If the position is not filled by a certified staff member or an incumbent it will be reposted districtwide at the beginning of the following school year and certified staff will have five days to apply. Positions that are still not filled shall be posted within the

community until filled or pulled by the district.

Section 3. Compensation

Advisors and coaches of funded positions shall sign an extra-duty contract that shall state the individual's extra-duty compensation. Such contract compensation to an individual teacher is not subject to continuing contract provisions as outlined in AS 14.20.145.

Each advisor/coach shall be compensated in accordance with their placement on the Extra Duty Assignment Pay Schedule (Appendix F) prorated by percentage of work completed during the dates listed on the Extra Duty Contract. Employees advising a multi-session club may be issued a single Extra Duty Contract.

Compensation for advisors/coaches who share one assignment shall be indicated on the Extra Duty Contract and paid the amount equivalent to the percentage of the individual's assignment.

When the District is paying for airfare, hotel, per diem, and activity leave, the number of positions will be funded as specified in Appendix F. Upon District verification, when lodging and transportation ratios require additional chaperones, these expenses will be funded by the District.

Section 4. Elementary Advisors

The District shall allocate a yearly stipend fund of equal to at least ten (10) Range 1 Head/Advisor contracts on Appendix F to each elementary school for the purpose of compensating district employees who assume responsibilities of elementary extracurricular activities.

ARTICLE 12

Personnel Changes

Recognizing the desirability of filling vacancies and new positions from within the District's own certificated ~~educators staff~~, meeting instructional requirements, promoting the best interests of students, and supporting the goals of the school system; the following procedures shall be followed when requesting transfers and selecting educators for transfer between school sites or in the case of special education/district-wide program reassignment into vacant or new positions. Special education is considered its own school site.

Section 1. Seniority

Seniority shall be defined as total years of continuous service to the District, including approved leaves, as computed from the first date of work under the certified ~~educator's employee's~~ approved contract that initiated continual employment. ~~Educators Employees~~ who resign from the District employment shall retain their seniority dates if re-employed within sixteen (16) months. ~~Educators Employees~~ who are under contract on the last contract day of the previous school year, and are offered re-employment on or before the 10th contract day of the following contract year, shall be placed on the seniority list based on the hire date of the contract that ended on the last day of the previous contract year.

The District shall provide a seniority list to JEA on or before March 1st of each year. Ties in seniority date shall be resolved as follows:

- a. The date the ~~educator employee~~ was recommended for hire, according to District form #007 (for newly hired ~~educators employees~~ beginning with the 2004-2005 school year) or the date the ~~educator employee~~ assigned the employment contract (for those employed prior to the 2004-2005 school year). The ~~educator employee~~ with the earliest date shall be most senior.
- b. If a tie exists, the certificated ~~educator employee~~ with the greatest number of semester hours beyond the Bachelor Degree shall be the most senior. Seniority shall continue to accrue for any certificated ~~educator employee~~ while on an authorized leave. A certificated ~~educator employee~~ on approved leave shall be treated, for the purpose of a RIF, with the same consideration and seniority rights as if they were currently employed by the District. Their notice, if required, would have to be given at the same time as other certificated ~~educator employees~~ who would be RIFed.

Section 2. Placement of Educators

A. Reassignments within a school site

Certificated ~~educators employees~~ within the school site where there is an opening shall be considered first for that opening. Administrators reserve the right to assign and/or re assign educators within their school site for positions in which educators are certified and when appropriate.

B. Placement of Displaced Educators

If an educator is displaced by assignment, they will be reassigned within their school to a position in which they are qualified. They may displace the least senior educator in a position for which they are qualified.

It will be the expectation that any educator displaced from a school site is the least senior and is not qualified to fill any vacancies within their current assigned school. A more senior ~~educator teacher~~ may request to become a voluntary displacement in lieu of the least senior ~~educator teacher~~ being displaced/involuntarily transferred.

All displaced tenured educators will be reassigned before displaced non-tenured educators are reassigned.

After district staffing decisions are allocated, the following steps will be taken when it is determined an educator needs to be displaced. An educator will only be considered displaced when the decision is made before May 15 for the upcoming school year.

- a. When it is necessary for the District to reduce the FTE at a school site, the District shall meet with the Association at a mutually agreed upon time to discuss the reduction prior to implementation. Within five (5) working days of the meeting, ~~the~~ The District shall provide a written statement of the reasons for the proposed reduction, the projected impact on the District, and the proposed time frame within which the FTE reduction is to be accomplished.
- b. If a school site has a reduction in allocated FTE for the following school year, notification of the necessary displacement within that school will be emailed to all certificated educators ~~staff~~ at the school.
- c. An invitation within that school site will be emailed seeking volunteers for displacement. The invitation will be posted in-building for two (2) working days. A more senior educator ~~teacher~~ may request to become a voluntary displacement in lieu of the least senior educator ~~teacher~~ being displaced/involuntarily transferred.
- d. If there are no volunteers, the least senior educator at the school site may be displaced from their current school assignment, first by seniority (least senior displaced first, and so on), and then by qualifications. Notice of displacement for the coming year shall be given to the displaced certificated educator ~~employee~~(s) as soon as reasonably possible and not later than May 15th.
- e. If a displacement becomes necessary, as described in Section 2 B (d) above, it is at the district's discretion to give the involved certificated educator ~~employee~~ support in their move to a new site, which may include being excused from an inservice day, provided coverage during a contract day, paid at their pro-rata daily rate for time worked outside of the contract or similar support. Any required retraining shall be at District expense.
- f. Displaced educators will be offered a position from a list of all available vacancies and placed based on their seniority rank first, followed by certification, and/or qualifications.
- g. Following the placement of the current displaced educators ~~teachers~~, the district will place the educators from job-share or job exchanges ends and returns from Leave of Absences into the remaining positions based on their seniority rank first, followed by certification, and/or qualifications.
- h. If a less senior educator is displaced, every attempt will be made to reassign the educator for their entire contractual FTE in one school. If there is not a full assignment by contractual FTE for the educator, the assignment may be split between schools and the District shall provide for travel time as a part of the assignment.
- i. Current certificated educators who have been displaced for the upcoming school year (not returns from job-share or job exchanges ends or returns from Leave of Absences) may apply for vacant positions and be given hiring preference during the JEA posting period between the day displacement notice was given and August 1. All other displaced educators will be able to apply for any posted vacancy they are eligible and qualified for during the JEA posting period.
- j. In the event that an educator is displaced from a school/program and there are no vacant positions in the district, the displaced tenured educator may displace the least senior, non-tenured educator in the district.

C. Involuntary Transfer/Reassignment of Educators

Movement/transfer of an educator between school sites, occurs at the direction of the district. If it occurs after

May 15 and prior to the start of the upcoming school year or during the current contract year if the move is to occur that year, this constitutes an involuntary transfer/reassignment.

Notice of an involuntary transfer or /reassignment for the coming year shall be given to certificated **educators** ~~employees~~ as soon as reasonably possible and not later than May 15th. If an involuntary transfer becomes necessary after May 15th, or during a current school year, the certificated **educator** ~~employee~~ involved shall be given seven (7) calendar days, exclusive of holidays, notice before the transfer occurs, and shall be given up to five (5) working days of time to prepare for the new position. Any required retraining shall be at the District expense.

An involuntary transfer shall not be a device to give out-of-favor certificated **educators** ~~employees~~ any less desirable assignment. No involuntary transfer shall be used as a disciplinary action. An involuntary transfer will be made only after notification, in writing, from the Superintendent or designee of reasons for the transfer. After such notification, the **educator** ~~teacher~~ may request a hearing with the Superintendent. The Superintendent will schedule a meeting with the **educator** ~~teacher~~ within seven (7) calendar days after the notice. After hearing the matter, the Superintendent will render a decision within five (5) calendar days. The Superintendent's decision will be final.

D. Placement of Administrators (JSAA) into the JEA unit

If a previous tenured Association member who holds a current administration position within JSD returns to an Association position, the Association President will be notified of the addition to the displaced **educators** ~~employees~~ list and said administrator will be placed according to Section 2 B. Seniority will include their years of service as an administrator in the Juneau School District.

E. Current Educators Applying for Vacancies In-District

After displaced **educators** ~~employees~~ are assigned for the following school year, any remaining positions shall be declared vacant. Educators who have completed two hundred ten (210) working days are eligible to apply for vacant positions. Long term substitute time does not count toward the 210 days. The time requirement may be shortened by the Superintendent in cases where a transfer is considered beneficial to the District.

In the case an educator is selected for the vacancy and the resulting vacancy cannot be filled by a qualified candidate, the selected educator will be granted the position at the beginning of the next school year. If that position no longer exists, then the **educator** ~~teacher~~ may be placed in a comparable open position. In the interim, the position may be filled by a new hire who will be required to vacate the position at the end of the current school year.

Currently employed **educators** ~~teachers~~ selected to fill the opening will do so only at the beginning of the following school year, unless the immediate transfer is approved by the District. In the interim, the position may be filled by a new hire who will be required to vacate the position at the end of the current contract year. An **educator** ~~teacher~~ may withdraw an application without prejudice for future consideration.

Section 3. Fewer Vacancies than Educators Needing Placement

In the event there are fewer vacancies than educators needing placement, the following steps will occur:

1. The list of Displaced Educators, established by seniority, will be used.
2. A list of Return from Leave Educators will be established by seniority. This list includes all approved leaves addressed in Article 18, and/or ending of job-share or job-exchange.
3. The Displaced and Return from Leave lists will be cross-referenced in order of seniority and compared to the list of vacancies.

4. The least senior educator(s) will be identified from the Displaced List and they may be non-retained.
5. The most senior educator from the Displaced list will have first choice of assignment amongst the identified vacant positions (most senior selects first). This process continues in order of seniority until all Displaced educators have been placed.
6. After all educators from the Displaced List have been assigned, the most senior from the Return from Leave list will have first choice of assignment amongst the identified vacant positions (most senior selects first). This process continues in order of seniority until all Return from Leave educators have been placed.

Section 4. Vacancies

JEA and the District will set up and agree upon a calendar of projected position availability by the March Labor Management Meeting. Vacancies include full and partial FTE positions. Vacancies will be advertised in the following manner:

Posting Procedures

1. In-building **JEA Job Postings**

Administrators may consider any certificated ~~staff~~ **educators** in the building, including non continuing **educators** ~~employees~~. No interview will be required, although optional per administrator's discretion.

Administrators will electronically notify all ~~eligible employees~~ **certificated educators** within a building of any job vacancy posting and/or newly created position.

The job vacancy posting will be posted in-building for two (2) working days, a minimum of 48 hours.

2. In-district JEA Job Postings

District certificated ~~educators~~ ~~employees~~ shall be considered and be provided an opportunity to interview for positions within the District prior to consideration for hiring external candidates.

The determination of a vacancy or new position will only occur after the Administrator has assigned and/or re-assigned **educators** ~~staff~~ within their school site. Once it has been determined that a vacancy exists at a school, and the Personnel Requisition has been given to HR, the Director of Human Resources will notify the Administrator to proceed with the formation of an internal interview committee.

The interview committee shall consist of the Administrator and a minimum of (2) two educators from the affected grade level(s), team(s), Department(s), program area(s) or by availability at the time of the interviews. The job announcement, including the comprehensive list of qualifications, will then be posted within the District (In-district) for three (3) working days, a minimum of 72 hours. A copy of this announcement will be sent to the Association President via email.

The interview team shall review applications presented by the Administrator to determine those who are qualified and interview those who meet the qualifications. Qualifications shall consist of experience, formal training, certification/endorsements, length of service, and other qualifications identified in the specific job announcement. The role of the team will be to make a recommendation based on qualifications, as well as District staffing considerations. The recommendation of the interview team will be reviewed and considered; however, the Administrator and/or Director of Human Resources

reserve the right to deny the recommendation if it is determined that the recommendation is not in the best interest with meeting the needs of students within the school site.

3. Public Posting

If no JEA candidate(s) applications for the position are received within the two (2) working days (a minimum of 48 hours) in building and three (3) working days (a minimum of 72 hours) in-district posting (five [5] working days a minimum of 120 hours total), or as soon as the Director of Human Resources is notified that no educators requesting transfer are qualified, the position will be advertised to the general public. Current educators are eligible to apply for positions during the public posting.

4. Special Education Vacancies

In a commitment to provide the optimal educational opportunities for students identified with a disability, the Board and Association agree to work cooperatively toward consistent, sound educational practices and budgetary concerns.

When a special education position becomes vacant during the school year and is unfilled, a team will be assembled. This team shall include the school principal, the Director of Student Services or their designee, and potentially-impacted special educator(s). The potentially-impacted special educator may invite a JEA representative to the meeting. The team will meet within five (5) working days of the position becoming vacant to create a plan to cover the caseload during the unfilled vacancy.

5. Simultaneous Postings

Any position posted after August 1st may be considered for simultaneous posting. Posting in-building/in-district/to the public simultaneously may occur if there is mutual agreement with the Association and the District. Educators who apply to a position being posted simultaneously will be given the same consideration as if they had applied during an in-building or in-district posting for the first five (5) working days of the simultaneous posting. After five (5) working days, the position is considered open to the public.

Section 5. Non-Continuing Educators

~~Educators~~ ~~Employees~~ hired into positions posted after August 1st will be considered non-continuing educators. Principals may consider any certificated ~~educators~~ ~~staff~~ in the building, including non continuing educators. No interview will be required, although optional per principal's discretion.

If no JEA candidates are selected, the position(s) will be posted to the public.

Any non-continuing educator maintains JEA hiring rights until June 30th. Any non-continuing educator who is on contract the last contract day of the current year and hired for the subsequent year, on or before June 30th, will be a continuing ~~educator~~ ~~employee~~.

Section 6. Job Share /~~Job Exchange~~

~~Job exchanges and j~~ Job shares may be permitted by the Superintendent or designee for the purpose of meeting the professional and personal needs of certificated ~~educators~~ ~~employees~~ in circumstances in which such arrangements serve students and promote the delivery of a quality educational program. Approval of job shares and job exchanges will be at the discretion of the site Administrator. The Superintendent or designee reserves the right to deny requests based upon the desire to meet the needs of the District, school, programs and most important, of students.

Certified **educators** ~~employees~~ who have not achieved tenure in the District or who have been placed on a Plan of Improvement within the previous three **(3)** years are not eligible for consideration.

~~A. Job Exchanges:~~

~~The certificated employees shall return at the end of that time to a comparable assignment for which they are qualified. A job exchange agreement shall be for a duration of one (1) or two (2) school years.~~

~~Proposals for job exchanges must:~~

- ~~1. Be initiated by the participating certificated employees;~~
- ~~2. Be submitted to the Superintendent in writing prior to March 15th;~~
- ~~3. Include signatures verifying the approval of the participating certificated employees and the affected administrator(s); and;~~
- ~~4. Include a statement specifying the duration of the proposed agreement.~~

~~B. A. Job Shares:~~

A job share agreement shall be for a duration of one (1) or two (2) school years. Proposals for job share request must be submitted on the district form and include the following:

1. Description and location(s) of the positions to be shared;
2. Definition of each partner's proportion of the FTE, salary, insurance benefits, and leaves;
3. Description of how the duties of the position will be shared by the partners, and;
4. Statement of which partner will retain the right to the position should either or both of the parties elect to not continue the job share.
5. Statement that it is understood that all hours of one position (prep-time, lunch time, inservice, meetings, training etc.) are shared between the two partners.

Adjustments to these statements may be approved by the Director of Human Resources or their designee.

~~C. B. Disruption to Job Share:~~

Should one of the job share partners cease employment during the job share, the remaining **educator** ~~employee~~ shall be given 14 (fourteen) calendar days to find a new job share partner to step into the job share application as written, if the **educator** ~~employee~~ chooses.

- a. If a new job share person is not secured, the **educator** ~~employee~~ will be given the option to assume the position's FTE of the job share agreement.
- b. If the **educator** ~~employee~~ is unable to fill the position's FTE, a conversation will occur with JEA leadership, the District and the **educator** ~~employee~~ to reach a mutually agreed upon resolution.

If the job share for one or both **educators** ~~employees~~ was initiated when coming off an approved leave of absence, the **educator** ~~employee~~ shall be considered a displaced **educator** ~~employee~~.

~~D. C. Ending a Job-Share:~~

1. Each job share participant shall return to their previous full-time equivalency held immediately prior to the job-share.
2. If the job-share for one (or both) partner(s) was initiated out of a Leave of Absence, the placement rights of those returning from LOA apply.
3. When a job share initiated and both **educators** ~~employees~~ are from the same school site they shall have job

rights to return to their previous full-time equivalency within that school.

4. When a job share initiates and one educator is from a different school site, one shall have the job rights to their full-time equivalency within that school site and the other becomes a displaced **educator** employee, entitled to their previous full-time equivalency, and is subject to placement according to this article. This choice will be indicated on the job-share application.

Section 7. Building Closure and Consolidation

A. Building Closure

In the event of a building closure, **educators who are impacted will be subject to Section 2 of this article.** ~~here any reduction in enrollment does not result in a reduction in staff, no certificated position in the affected buildings shall be declared vacant except in cases of voluntary transfer, retirement, leave of absence, death, or resignation. The certificated employee in the closed building shall have a one-time only first option for any vacancy in the District for which they are qualified.~~

B. Consolidation of School Process for Placement

1. **Right of assignment- Administrators reserve the right to assign and/or re-assign educators within their school site for positions in which educators are certified and when appropriate.**
2. **Consolidation is not considered a closure.**
3. **Educators assigned to the affected school will comprise the consolidated seniority list.**

Placement will follow in this order:

- a. **The list of positions needing placement will be based on Building needs considering the course offerings.**
- b. **Educators will be offered a position from a list of all available positions in the district and placed based on their seniority rank first, followed by certification and/or qualifications. They will also be given the opportunity to indicate their desired subject area (if applicable).**
- c. **After all educators affected by the consolidation are placed and there are educational needs not met, the district will use Article 12 language.**

Section 8. Rights of RIF

A RIFed certificated **educator** ~~employee~~ shall be given notice that they may:

1. ~~Take a leave of absence for no more than two (2) years with no loss of seniority. An employee on RIF status can apply for and receive a leave of absence at any time prior to receiving a recall notice.~~
Move to a Leave of Absence, they will be added to the Leave of Absence list for up to three (3) years, and have all rights for seniority, placement etc. as outlined in Article 18, Section 6. Read-only access to this list will be given to the JEA President via email. It is also agreed that any educator from the RIFed list who has elected to be on an LOA will be allowed to work per statute during this LOA time period.
2. Continue full health and life benefits at their expense as may be required by statute.

Relating to affirmative action goals only under the following conditions, a minority applicant is newly hired for the position or placed in the position from their current placement on the Reduction In Force (RIF) list; The vacancy which would be created by the potential voluntary transfer would have been in an area for which no minority applicant on file or the RIF list is certified to hold.

No new certificated ~~educators employees~~ shall be hired until all RIFed regular certificated ~~educators employees~~ with recall rights have been recalled or decline the opening. Such recall shall be based on seniority.

A RIFed certificated ~~educator employee~~ shall be offered a position for which qualified, for the percent of FTE held at a time of the reduction in force.

A RIFed certificated ~~educator employee~~ shall not lose their place on the seniority list by refusing a position in a specialty area **for which they are qualified** as stated in Appendix A.

Notice of Recall shall be sent ~~by certified mail~~ **via email with a read receipt** to the **personal email** address provided **and confirmed at the time of RIF** to the District by the employee. **The JEA President will be cc'd on each RIF notice and Recall notices.** The ~~educators employee~~ shall have five (5) week days, excluding holidays and weekends, from the receipt of written notice to accept the offer of reemployment. If the offer of reemployment is declined or if the District has not received timely written notice of acceptance, the ~~educator teacher~~ shall be removed from the Recall List and shall forfeit all rights under this section. It is the responsibility of the RIFed ~~educator employee~~ to keep the District apprised of current contact information. Steps of a Reduction in Force (RIF) shall occur in accordance with A.S. 14.20.177 and according to the following procedure which is in the order of priority:

- a. The reduction in force will be accomplished through normal attrition.
- b. All emergency certificated ~~educators employees~~ shall be RIFed first provided there is a certificated ~~educator employee~~ available to fill the position.
- c. No tenured certificated ~~educator employee~~ shall be RIFed until all non-tenured certificated ~~educators employees~~ have been RIFed.
- d. Notwithstanding a. through c. above, no certificated ~~educator employee~~ shall be assigned or returned to a position for which they are not qualified on the basis of training, experience and/or endorsement.
- e. Reduction in Force will occur according to the reverse order of seniority (last hired, first laid off).

ARTICLE 13

Academic Freedom

It is the intent of the parties to assure that teachers enjoy academic freedom in the District. Academic freedom shall mean that certificated employees are free to present instructional materials which are pertinent to the subject and level taught, within the outlines of the appropriate course content and within the planned instructional program as determined by normal instructional and/or administrative procedures. Academic freedom shall also mean that teachers shall be entitled to freedom of discussion within the classroom on all matters which are relevant to the subject matter under study and within their area of professional competence, assuming that all facts concerning controversial issues shall be presented in a scholarly and objective manner and assuming that all discussion shall be maintained within the outlines of appropriate course content, be pedagogically justifiable, and be subject to standards of good taste.

It is the intent of the parties that this Article shall not apply to routine differences of opinion or disagreements among the faculty or between the faculty and the administration regarding curriculum, methodology, selection of materials, or conduct of classroom teaching and shall not apply to criticisms and critical analysis resulting from the normal evaluation of classroom teaching performance, but shall be utilized only to process claims that academic freedom as defined in the paragraph above has been clearly and positively breached by some specific, definitive act or order of the Administration or Board.

ARTICLE 14

Personnel File

Each certificated employee shall on request, have the right to inspect the contents of their complete personnel file kept in the District Personnel Office. Anyone, at the certificated employee's request, may be present during this review.

On request, one copy of any documents contained in the file shall be afforded the employee at the District's expense. Additional copies will be at the employee's expense. No secret, duplicate, alternate or other personnel file shall be kept anywhere in the District, except as set forth in this article. The District may maintain documents and or records as determined necessary for future reference. Each certificated employee's personnel file shall contain the following items: evaluation reports, copies of annual contracts, record of teaching certificate, transcript of academic records, teacher retirement system forms, application materials, required training documentation, and letters of reprimand.

Letters of reprimand shall be filed in the employee's personnel file in a timely manner. Unsubstantiated allegations and other complaints that do not result in a formal reprimand shall not be placed in the personnel file.

Copies of all annual evaluation reports and other materials to be placed in the certificated employee's file will be forwarded to the employee, and the employee will be afforded the opportunity to attach his/her comments.

It is recognized that during the evaluation process, an evaluator may need to maintain an anecdotal record in order to aid the evaluation process. After signed acknowledgement is received from the educator, any anecdotal records for evaluation purposes kept beyond the completion of the annual evaluation shall be placed in the personnel file. An employee may request that such material related to evaluation be removed from the employee's personnel file and returned to the employee at the end of thirty-six (36) calendar months from the date of the completed evaluation.

Confidential references and information originating outside the District obtained by the District in the process of evaluating the teacher for initial employment shall not be available for inspection or response by the non-tenured teacher.

ARTICLE 15

Disciplinary Action for Just Cause

No certificated employee shall be disciplined, suspended, formally reprimanded, or demoted without just cause. It is not the intent of the parties to limit the application of AS 14.20.170.

Formal reprimands will result in a written record being placed in the employee's personnel file.

At the end of thirty-six (36) calendar months, an employee may request that the formal reprimand be removed from the employee's personnel file. Upon this request, the District may remove such materials if there has been no recurrence of a like nature. If the District declines to remove the formal reprimand documents, the Human Resource Director or designee will meet with the Employee to discuss the reasoning for their decision.

ARTICLE 16
Medical

Repealed

ARTICLE 17

Insurance

Section 1. Health Insurance

The District agrees to pay **\$1704 per month towards** the following health premiums per educator (0.5 FTE or greater) to the JEA Health Trust or JEA's designee ~~as follows:~~

- ~~1. 2022-2023 \$1634 per month~~
- ~~2. 2023-2024 \$1644 per month~~
- ~~3. 2024-2025 \$1654 per month~~

If ~~an educator a teacher~~ works less than less than 0.5 FTE and opts to have District health insurance coverage, the District's health insurance payment will be proportional to the percent of the full time equivalency the teacher works.

The Association, if necessary, will be allowed to make a mid-year adjustment to the employee's portion of health care contributions. This request must be submitted to the District prior to November 15 or after February 15. (Sunsets June 30, 2025~~6~~)

The District will electronically send a reminder in preparation for the upcoming year regarding open enrollment for health insurance.

Section 2. Life Insurance

The basic life plan shall be equal to two times the **educator's** ~~employee's~~ annual salary rounded to the next higher \$1,000 up to \$200,000. For **educators** ~~employees~~ hired after July 1, 2015, or who are age 70 or younger on July 1, 2015, life insurance shall be reduced according to the following schedule:

Age of <u>Educator</u> Employee	Percentage Paid
70 through 74	65%
75 or older	50%

Five thousand dollars (\$5,000) life insurance will be provided for spouses and dependent children according to the following schedule:

Spouse	\$5,000
Children	\$5,000

The life insurance benefit will include accidental death and dismemberment at the specified rate. In the event of accidental death, the insurance will double the specified amount.

Section 3. Travel Insurance

All certificated **educators** ~~employees~~ covered under this Agreement shall be covered by a \$200,000 accidental death policy while on approved travel from the District. This shall be provided to cover all commercial travel by plane, boat or automobile while on District approved travel leave, at no cost to the **educator** ~~employee~~.

ARTICLE 18

Leave

The educator shall be expected to prepare substitute plans for all absences covered in this Article that does not require a long-term substitute. The educator shall be expected to prepare at minimum a set of emergency substitute plans, which provide basic classroom information, schedules, rosters and emergency response plans. Otherwise, sub plans should also include academic plans for the day the educator ~~teacher~~ is absent.

Section 1. Sick Leave

A. Sick Leave

Sick leave may be taken by a certificated educator ~~employee~~ for personal injury or illness or for illness within his/her or spouse's immediate family, which requires the attendance of the educator ~~employee~~ or when his/her presence on the job could jeopardize the health of fellow educators ~~employees~~ or students. Immediate family is defined as parent, parent-in-law, brother, sister, husband, wife, son, daughter, grandparent or person with whom one has had association equivalent to these family ties.

A false statement by an educator ~~teacher~~ regarding sick leave is sufficient grounds for cancellation of an educator's ~~teacher's~~ contract and recommendation for revocation of their teaching certificate in accordance with 4AAC 15.040.

Accrual is pro-rated at a rate of one and one-third (1 1/3rd) days for each calendar month or each major portion of each calendar month of actual service in accordance with 4 AAC 15.040.

Certificated educators ~~employees~~ on extended contract shall accrue additional pro-rated hours of sick leave based on the number of days in contract beyond the current school year contract.

Sick leave shall be credited to the certificated educator ~~employee~~ at the beginning of the school year.

Certificated educators ~~employees~~ shall be allowed to use accumulated sick leave for life threatening illness in the immediate family. A total of up to fifteen (15) days of accumulated sick leave may be used for bereavement, miscarriage, imminent death, or death in the immediate family. This leave may be extended upon approval of the Superintendent.

If a certificated educator's ~~employee's~~ illness is in excess of the number of days sick leave/sick leave bank to which the educator ~~employee~~ is entitled, the educator ~~employee~~ shall be paid the difference between the cost of a substitute and the educator's ~~employee's~~ daily salary, provided the educator ~~employee~~ returns to duty within (20) teaching days after using the educator's ~~employee's~~ accumulated sick leave/sick leave bank.

The District shall abide by State law in regard to sick leave transfer. AS 14.14.107 (b): "A certificated school district educator ~~employee~~ who changes employment from one school district to another, or from a school district to the Department of Education, or from the Department to a school district, may transfer all of the cumulative sick leave to the new employer. It is the responsibility of the educator ~~employee~~ to notify the new employer, within 90 days of commencing work, of the number of days to be transferred."

B. Sick Leave Bank

a. A sick leave bank will be established in cooperation between JEA and the Board. It shall be the responsibility of the Association to administer the Sick Leave Bank.

b. Sick leave days can only be withdrawn from the bank for individual member's illness.

- c. ~~A teacher~~ **An educator** on parental leave will not be eligible to access the sick leave bank unless such ~~educator teacher~~ is disabled due to an illness or injury as certified in writing by a physician and approved by the Sick Leave Bank Committee.
- d. The Sick Leave Bank will enable ~~a teacher~~ **an educator**, because of unusual circumstances, to draw not more than twice the number of days of sick leave the ~~educator teacher~~ has accumulated before the first day of school in any school year, or 24 days, whichever is greater. However, in a case of severe illness or extreme hardship, the School Board may permit **an educator** ~~teacher~~ to draw more leave.
- e. All sick leave and personal leave must be expended prior to eligibility for the Sick Leave Bank.
- f. A copy of approved leave, and a copy of supporting documentation, shall be submitted to the District's Human Resources Office.
- g. In order for ~~a teacher~~ **an educator** to draw from the Sick Leave Bank, **an educator** ~~teacher~~ must contribute at least one day prorated per FTE to the Bank during the first thirty (30) calendar days after commencement of services or during the open enrollment period which shall be the month of October. For purposes of sick leave bank, educators, both continuing and non-continuing, who separate from the District will be required re-enroll in the Sick Leave Bank upon rehire.
- h. The District and Association will reconcile the Sick Leave Bank balance four times a year on or before March 30, June 30, September 30, and December 15.
- i. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee. The Committee shall consist of two (2) members selected by the Association and one (1) non-voting advisory member selected by the Administration (not the Superintendent). It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage.
- j. In the event that the bank becomes depleted to below one hundred (100) days during the school year, each member of the bank will be assessed one (1) day prorated by FTE. A written notice will be sent to all members by the President of the Association or designee. A maximum of three (3) assessments per member per contract year may occur in one school year. Those educators in their first year of employment are exempt from the second or third assessment.
- k. Persons withdrawing Sick Leave Bank days will not have to replace those days except as a regular contributing member of the bank.
- l. Requests for use of Sick Leave Bank days must be in writing and accompanied by a letter from the attending physician or medical professional. The approval of the request shall be subject to the medical professional's or attending physician's statement.
- n.m. ~~An educator teacher~~ may donate any portion of their accrued sick leave to the Sick Leave Bank. The ~~educator employee~~ must notify JEA and the Payroll Department on or before their last contract day.

C. Leave Donations

~~A teacher~~ **An educator**, at their discretion, may donate sick leave or personal leave days directly to another ~~teacher~~ **educator** who has exhausted their sick leave and is not otherwise eligible to draw from the sick leave bank. Such donations may only be made to ~~a teacher~~ **an educator** whose necessary absence from work results from an illness or injury to the ~~teacher~~ **educator** or a member of the ~~teacher's~~ **educator's** immediate family. Eligibility is dependent upon exhaustion of a certified ~~educator's employee's~~ sick leave, personal leave and sick leave bank. The donation must be approved by the Superintendent or Superintendent's designee; approval shall be withheld only if the receiving ~~educator teacher~~ does not qualify under this section. Donations are valid in the contract year in which they are donated and do not roll over. Donated leave will not be drawn from the donor until needed by the recipient. Sick leave donations and days are only valid while the donor is an active

~~educator employee~~ covered by this agreement. The recipient forfeits all unused donated days upon resignation/retirement/termination of the donor.

Section 2. Medical and Parental Leave

A. Family Medical Leave

Eligible ~~educators employees~~ shall be covered by the provisions of the Family Medical Leave Act (FMLA) and Alaska Family Leave Act (**AFLA**). During the time an eligible ~~educator employee~~ qualifies for this benefit, the District will maintain coverage as required. The District will inform the ~~educator employee~~ of eligibility upon completion of required documents. ~~Educators Employees~~ are required to complete the required documentation to become eligible for this benefit. To use FMLA or AFLA for purposes of the birth or adoption of a child, please see Section 7 Parental Leave.

The Board shall provide Parental Leave to all expectant parents according to the provisions of the Alaska Pregnancy, Childbirth, and Family Leave Act or the Federal Family and Medical Leave Act. An ~~educator employee~~ may request up to sixty (60) days of accumulated sick leave if the request is related to the birth or adoption of a child. Any other leave pursuant to such a request (up to thirty [30] additional days) shall be leave without pay or personal leave unless the ~~educator teacher~~ otherwise qualifies for use of sick leave pursuant to this contract.

B. Extended Medical Leave

Should an ~~educator employee~~ need additional medical leave under this section, they may request Extended Medical Leave. This leave should be considered when FMLA, AFLA, personal leave, sick leave, sick leave bank, and sick leave donations have been exhausted. This leave is unpaid. Should an ~~educator employee~~ wish to maintain health insurance, they may be eligible for COBRA coverage.

Should an ~~educator employee~~ return to work within 15 workdays of the end of a semester (or end of the school year for elementary), instead of returning to their position, the Superintendent or designee may assign the ~~educator employee~~ to other meaningful work in the interim. Additional medical documentation may be required. Leave is approved at the discretion of the Superintendent.

C. Family Leave

The Board shall provide Family Leave in conformance with applicable federal and Alaska statutes provided that such statutes shall not be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any benefits of the Agreement.

D. Extended Parental Leave

An ~~educator employee~~ may request additional release time from work under this section when related to the birth or adoption of a child. This leave should be considered when FMLA, AFLA, personal leave, sick leave, sick leave bank, and sick leave donations have been exhausted. This leave is unpaid. Should an ~~educator employee~~ wish to maintain health insurance, they may be eligible for COBRA coverage.

Should an ~~educator employee~~ return to work within 15 workdays of the end of a semester (or end of the school year for elementary), instead of returning to their position, the Superintendent or designee may assign them to other meaningful work in the interim. Leave is approved at the discretion of the Superintendent.

Section 3. Personal Leave

Personal leave will be prorated for those ~~Educators teachers~~ working less than a full-year. Each certificated

~~educator employee~~ will be entitled to four (4) days of paid personal leave annually, and will be allowed to carry a maximum of ten (10) days each year. At the end of the school year, if more than ten (10) days remain unused, the District will pay the ~~educator teacher~~ \$175 per day for any unused days over the allowable ten (10) days. Upon request, educators can cash out accrued unused leave at any time during the educators' regular contract year at a rate of \$175 per day, prorated. Upon separation of employment, and completion of their existing contract, any unused personal leave shall be automatically cashed out at the \$175 per day rate, prorated.

Leave may be taken upon twenty-four (24) hours' notice to the appropriate supervisor, provided that not more than 10 percent (10%), but at least one (1) certificated ~~educators employee~~ of a building may be on personal leave at the same time.

Personal leave may not be taken during the first five (5) days and the last five (5) days of the school year, scheduled in-service days, or during the scheduled parent/teacher conference periods or scheduled ~~educator teacher~~ workdays.

The Superintendent may allow waivers to the above restrictions for special circumstances such as but not limited to, a child's wedding, school graduations, sport events, etc. If no response is received in 10 working days, the leave will be considered approved.

Section 4. Association Leave

A. NEA-Alaska/NEA Office Leave

Any professional ~~educator employee~~ elected to an office in NEA-Alaska or NEA which requires their full-time absence from the District will be granted Association Office Leave at their request. This leave will normally be for an entire teaching year. During the period of leave, the ~~educator employee~~ will receive the salary they would normally receive while performing their teaching duties; including all rights of tenure, retirement, advancement, and any other rights the educator would normally receive. In return, the School District will be reimbursed by JEA for the salary and benefits paid to the ~~educator employee~~. This section of the Agreement will take effect only upon the receipt by the District of a binding agreement from JEA that these funds will be reimbursed by those organizations.

Upon completion of the Association Office Leave, the ~~educator employee~~ is guaranteed the same or equivalent position to the one they left.

B. JEA Leave

The Board shall provide the Association a base of fifteen (15) days of Association Leave, plus one (1) day of Association Leave for every ten (10) Association members, or thirty five (35) days, whichever is greater.

The Association President will be provided an additional eighteen (18) days to conduct Association business. Additionally, the President will be granted twelve (12) extra leave days or up to 0.50 FTE release time at the discretion of JEA. JEA will notify the Human Resources Director of their choice of either twelve (12) additional days or up to .50 FTE prior to June 1 in writing for the following contract year. If the up to 0.5 FTE is chosen, salary, TRS, and Medicare for up to 0.5 FTE will be at the expense of JEA. JEA will provide confirmation regarding TRS eligibility, as approved by the Division of Retirement and Benefits. The President shall retain all rights and seniority for their position during their release time. This leave is non-transferable.

All Association leave shall be approved by the Association President prior to leave being taken.

Association Leave shall be at full pay, and **notice** shall be ~~given to granted by~~ the Superintendent **using the District's leave management system** within twenty- four (24) hours prior to such leave being used.

Twice per year, in December and June, a leave usage report will be sent to the JEA President or their designee.

If additional days beyond those provided by the above formula are needed, the Association may buy additional days and shall reimburse the City and Borough of Juneau School District for the cost of a substitute ~~teacher~~ if one is employed, as a direct result of said leave. Costs include the hourly substitute rate of pay multiplied by the number of hours worked plus associated payroll taxes (SS, Medicare, Worker's Comp).

~~All Association leave shall be approved by the Association President prior to leave being taken. (moved above)~~

C. Negotiation Leave

The Board shall provide to the Association each school year negotiation leave to be used only for negotiations. Negotiation leave shall be defined as leave used at mutually agreed times in which the District and Association are engaged in active bargaining. Negotiation Leave can only be used by up to five (5) JEA bargaining team members. The Association President shall approve all negotiation leave.

D. Other Association Leave

Leave time necessitated by the duties attendant to any elected or appointed office held by a member of the JEA in the State or National affiliates shall not be charged to the leave time of the JEA as granted in this Article.

The JEA, directly or through its affiliates, shall reimburse the City and Borough of Juneau School District for the cost of a substitute ~~teacher~~ if one is employed as a direct result of said leave. Costs include the hourly substitute rate of pay multiplied by the number of hours worked plus associated payroll taxes (SS, Medicare, Worker's Comp). **If other association leave is used, twice per year, in December and June, a leave report will be sent to the JEA President or their designee.**

Section 5. Sabbatical Leave

The Board may provide for District-funded or unfunded sabbatical leaves under the following conditions:

A. Any certificated ~~educator employee~~ who has seven (7) years of District service shall be eligible for extended leave of not more than one (1) year for purposes of advanced professional study.

B. Applications for District sabbatical leave to commence during the first semester of a school year must be received by the Superintendent prior to January 15 of the preceding school year. Applications for leave to commence during the second semester of a school year must be received by the Superintendent prior to July 1 of the preceding school year. Applications shall include a statement of proposed benefit to the District. If the application is denied, the Superintendent shall return the application with an explanation to the applicant.

C. All applicants shall be notified within forty-five (45) days as to the granting of the application.

D. The Board may, at its discretion, grant sabbatical leave that provides full, partial or no salary compensation; and full, partial or no insurance benefits. The ~~educator teacher~~ shall advance on the salary schedule as though the ~~educator employee~~ had remained in the District.

E. The District shall be responsible for making its share of contributions to the Teachers' Retirement System if any portion of the certified ~~educator's employee's~~ salary is funded. The District may pay an ~~educator teacher~~ on sabbatical leave the difference between the sabbatical ~~educator's teacher's~~ salary and the salary of the replacement ~~educator teacher~~ if the replacement ~~educator teacher~~ is paid less. The sabbatical ~~educator teacher~~ may elect to apply these funds toward the cost of health insurance or other benefits or as the ~~educator's~~

~~teacher's~~ contribution to the Teachers' Retirement System.

F. Funding for a District sabbatical may be provided by an intern/extern program with colleges or universities. The certificated ~~educator's employee's~~ salary will be distributed on a negotiated formula among the parties involved, based on the ~~educator's employee's~~ current placement on the salary schedule. The District shall cover costs of benefits as required by law and regulation. The processes and procedures for this program will be jointly developed by the JEA and the District

G. The District shall maintain an endowment fund for sabbatical leaves. The endowment shall be a source to assist the funding of salary, benefits, and the ~~educator's teacher's~~ share of retirement costs for granted sabbatical leave. The District shall, on an annual basis, deposit in the endowment fund an amount equal to the difference between the cost of providing association leave pursuant to Article 20, Section 2, and the cost the District would have incurred if all Association leave to which the Association was entitled under Article 18, Section 3 had been taken. The District shall electronically send a report on the Sabbatical Leave Endowment Fund balance to the JEA President and designees by August 1st. Both parties will reconcile annually by August 15th.

The District shall create a committee composed of two JEA representatives, two persons to be appointed by the Superintendent, and one Board member. The committee shall establish criteria for the granting of sabbatical leaves and disbursement of resulting sabbatical leave endowment funds to individuals who have been granted sabbatical leaves. The committee may also explore options for obtaining additional funds. The committee shall also review all sabbatical leave requests and make recommendations to the Board regarding the number of, or if sabbatical leaves should be granted for that year and which, if any, sabbatical leave requests meet the criteria for the granting of a sabbatical leave.

Section 6. Leave of Absence

A. Regular Leave of Absence

A leave of absence without pay of up to three (3) years may be granted to any tenured professional ~~educator employee~~ upon application, and Board approval, for the purposes of participating in:

- a. Studies at an accredited college or university reasonably related to the educator's professional responsibilities.
- b. Exchange teaching programs in other territories or countries.
- c. Foreign or military teaching programs.
- d. The Peace Corps or VISTA as a full-time participant.
- e. A cultural travel or work program related to the ~~educator's teacher's~~ professional responsibilities.
- f. Other personal reasons at the discretion of the District.

Final application date for leave of absence is February 1st.

Upon written notification of the Board approval, the educator will have five (5) work days to accept or decline the leave of absence.

If a certified ~~educator employee~~ applies to engage in advanced studies, relating to the educator's professional responsibilities, they will notify the District of their intent and provide documentation of their application to the advanced study program by February 1st and will have until May 1st to apply for the regular leave of absence. The Superintendent shall have the authority to grant an exception to the advanced study deadlines for special circumstances. The certified ~~educator employee~~ will be required to submit documentation of academic progress from the advanced studies program.

A certificated ~~educator employee~~ granted a leave of absence must state their intention to return from such leave to the district, in writing, no later than February 1st. A request for extension must be submitted in writing by February 1st. An extension beyond the original request may be granted with approval of superintendent or designee and the school board. If the request for extension is denied, the ~~educator employee~~ must state in writing their intention to return or resign within fourteen (14) days of receipt of denial. Three (3) years is the maximum amount of time for a Leave of Absence. Leave of Absence is granted in full year increments.

A certificated ~~educator employee~~ returning from a leave of absence shall be reassigned to a certificated position within the school system by the Superintendent of Schools.

B. Public Office Leave

Leave without pay shall be granted to any certificated ~~educator employee~~ elected or appointed to any State governmental office. This leave shall be granted for the entire duration of the term of office (the ~~educator employee~~ shall be on continuous leave from the start to the end of the active periods of the office), not to exceed one term of office.

Certificated personnel returning from a public office leave of absence shall be reassigned to any vacancy within the school system upon the recommendation of the Superintendent of Schools. However, such reassignment shall be in a position equal to or higher in the line and ~~educator staff~~ relationship than the previous position held by the ~~educator employee~~.

Certificated ~~educator employees~~ returning from Public Office Leave shall be placed on the salary schedule one step higher than the previous full year's placement, unless the certificated ~~educator employee~~ is already at the highest salary based on their experience and training.

Section 7. Emergency Leave

The District shall provide emergency leave at full pay when unavoidable absence is due to (but not limited to) weather, serious accident, transportation delay, acute unanticipated home maintenance problems, or imminent threat to property. Emergency leave may be granted by the Superintendent or designee when situations occur that are not identified in this Article. An emergency is defined as suddenly precipitated or of such a nature that pre-planning or rescheduling is not possible. The ~~educator employee~~ will make reasonable effort to contact their supervisor or office personnel to communicate a return time.

Section 8. Temporary Military Leave

Temporary military leave shall be granted by the Superintendent to regular full-time certificated ~~educators staff members~~ during the school year upon written request of the military authority stating reasons why the service cannot be fulfilled during non-school hours.

A copy of the request and a copy of the military orders shall be filed with the Personnel Department. When such leave is approved, the ~~educator employee~~ shall receive their regular District salary less any compensation received from the military for the leave period.

Section 9. Legal Leave

If suit is brought against a certificated ~~educator employee~~ for actions taken in compliance with Board policy and/or administrative directives within the scope of their employment, the certificated ~~educator employee~~ shall be entitled to leave with pay for any periods of work which are missed while participating in such proceedings.

If outside an individual's contract time, refer to Article 29(K).

If a certificated ~~educator employee~~ misses work because of jury duty, or if a certificated ~~educator employee~~ is required by subpoena to give testimony before a judicial or administrative tribunal in a proceeding in which the certificated ~~educator employee~~ is not a party (i.e., plaintiff, defendant, etc.,) the certificated ~~educator employee~~ shall be paid their normal compensation for any period of work so missed.

Any fees excluding meals and mileage received by a certificated ~~educator employee~~ for this purpose shall be paid to the District.

Section 10. Professional Leave

A. Professional Development Leave

Professional development leave is defined as: Attending meetings, conferences, or workshops of professional, educational, and ~~educator's teachers'~~ organizations.

The District will establish a Professional Development Leave Bank with annual contributions of \$70.00 for each bargaining unit member employed by the District. Such funds will be used to either partially or wholly fund ~~educator teacher~~ requests for professional leave. Funding levels will be determined by the Professional Development Leave Committee. Any funds not expended in a given year shall be carried over to the next year.

Individual access to leave days from the district bank shall be limited to five days each school year.

At least 25% of the allocations to the Professional Development Leave Bank shall be reserved for the second semester.

Professional development leave shall be taken under the following conditions:

- a. Per certificated ~~educator employee~~ request (with notification to administration).
- b. Upon approval by the Professional Development Leave Committee after request by the certificated ~~educator employee~~.
- c. The certificated ~~educator employee~~ may opt to take professional leave as defined above without suffering loss of pay or benefits if they attend at their own expense.

The JEA President (or designee) will sit on the Professional Development Leave Committee. The President, upon request, can receive an accounting of the Professional Development Leave Bank. The district shall maintain and make available to the association a database of professional leave usage across the district. The data collected shall include member name, year of award, amount of award, its purpose and name of the member's school or program.

When professional leave is initiated by the District, the Board shall provide for professional leave to be granted to certificated ~~educators employees~~ with full pay and expenses.

B. Subbing for Administration

Any ~~educator employee~~ who is interested in JSAA/Administrative/Type B long-term substitute positions may annually notify the District by February 1st their interest in any openings for the following year. The District may use the list in consideration for selection.

When the educator ~~employee~~ returns to their JEA job, they will retain seniority, position, and all job rights.

Section 11. Civic Leave

At the discretion of the Superintendent, a certificated educator ~~staff member~~ may be granted, upon written request, a leave for civic duties at the State and local level. Civic duties shall be defined as participation on any committee or commission established by the Governor, the State Legislature, or municipality. Such leave shall be at no cost to the District, and shall not exceed five (5) working days in any school year. The educator shall be expected to prepare substitute plans.

ARTICLE 19
Vandalism and Personal Property Damage

The District shall reimburse certificated employees for costs incurred when clothing or other personal items are stolen, damaged or destroyed when the employee is at school or while discharging official duties off the school site. Other personal items include those commonly worn such as jewelry and watches, and items that the Administrator has authorized to be used in the classroom.

Damage, theft, or destruction must be reported to the supervisor prior to leaving that activity or facility or as soon as possible if the supervisor is not available. The burden of proof of theft or damage and value of theft or damage shall be the responsibility of the certificated employee.

Such reimbursement shall be granted for items valued at \$20.00 (twenty dollars) or greater. The District will not reimburse more than \$1000.00/year to any certificated employee.

In any event an automobile is damaged by vandalism, the District will reimburse up to \$500.00 per incident.

ARTICLE 20

Association Representation

Section 1. Districtwide Committees

The Association may request representation to serve on Districtwide committees related to the certificated employees' responsibilities. A list of Districtwide committees will be provided to the JEA President by September 1st. Notification of initial meeting dates and times will be forwarded to the JEA President.

Section 2. Right to Research

The Board agrees to allow the Association the right to research all available public information and material required by the Association in exercising its responsibility as official representatives of the certificated employees, provided this activity does not conflict with the normal activity of the District.

ARTICLE 21

District and School Committees

Section 1. Committee Participation

The JEA and the District firmly believe that professional participation in all phases of the educational process by certificated classroom teachers, both district-wide and within specific school sites, is vital. Participation in curriculum development and implementation is a professional responsibility.

When the District and/or schools create committees, including but not limited to District calendar, budget, staffing, curriculum or student performance assessments, the committee shall have the involvement of certified employees. The association shall be requested to solicit participation from the membership for said committees.

At least one (1) member of such bodies shall be a JEA representative appointed by the JEA president. Participation beyond the 37.5-hour week shall not be required.

Section 2. Interview Committees

When an administrator convenes an interview team, they will seek individuals to participate in the interview committee process. Administrators will send an email to certified stakeholders offering the opportunity to volunteer on the committee. When hiring for paraeducators, administrators will extend an invitation to all Special Education Teachers who will work with the paraeducator.

An employee may decline to serve on an interview committee that is scheduled to occur beyond the contract day or year. An employee will not experience any adverse employment action for declining to serve on an interview committee. Hiring committees shall be on a volunteer basis. There is no compensation for serving on an interview committee.

Section 3. Workload Review Committee

JEA will be responsible for scheduling and convening the Workload Review Committee, which consists of six (6) permanent members, including three (3) members from the Association, and three (3) seats will be optional for the District to attend. There will be two ad-hoc members, the Superintendent and the JEA President.

The committee will review new programs, initiatives, grants, curriculum, or changes to existing programs and their effects on members/ member groups of the Association. The committee will consider all of these factors and develop plans for implementation, including problem-solving where necessary. The committee will recommend what will be added and/or removed from the workload. Recommendations will be brought to the JEA and JSD Labor Management monthly meetings for action to be planned.

~~A Workload Review Advisory Committee will be established during the 22-23 school year. The goal of the committee will be to review teacher workload within different grade levels, subject areas, specialties, etc. The committee will consist of six permanent members, including three each from JEA and District administration, and four ad-hoc members, two from JEA and two from District administration, who will represent the different job areas represented by certified teachers. The JEA representatives will be selected by the Association President or their designee, and the district representatives will be selected by the Superintendent or their designee.~~

~~During the 23-24 and 24-25 school years, the committee will review workloads of the different groups of teachers represented by JEA, to include the effects of current initiatives and requirements on those groups. The committee will review new programs, initiatives, grants, curriculum, or changes to existing programs and their~~

~~effects on JEA members/ member groups. The committee will consider all of these and develop plans for implementation, to include problem solving where necessary, The committee will submit meeting notes to the Superintendent and Association President.~~

ARTICLE 22

Safety

Juneau School District (JSD) and the Juneau Education Association (JEA) are committed to maintaining a safe working and learning environment for educators. ~~teachers~~

Section 1. Site Safety and Health

The District shall notify educators ~~teachers~~ of known building conditions which may pose a health hazard. Investigative reports of building conditions shall be provided to each school site and maintained in a central location.

The ~~D~~District shall provide ~~that~~ each site ~~has~~ with a communication system (e.g. dedicated phone number, extension, intercom system etc.) in place for an internal rapid response. The safety committee at each site shall make recommendations to the building principal for all educators ~~staff~~ to receive annual site-based training. A written protocol will be provided to all educators ~~employees~~ in the building.

The District shall notify educators ~~teachers~~ of known threats to health or safety, including possible exposure to contagious disease. No educators ~~teacher~~ shall be required to search for a bomb or other destructive device.

The District shall annually notify educators ~~teachers~~ that District facilities are under video surveillance.

The District shall maintain a Bloodborne Pathogen Exposure Control Plan. The plan will provide annual training and the Hepatitis B vaccination series, at no cost, to the educator ~~employee~~ whose position has been identified in the Exposure Determination section of the Exposure Control Plan or has been exposed to blood and/or Other Potentially Infectious ~~Infections~~ Materials (OPIM). Vaccination requests and/or reimbursement shall be submitted on the District ~~provided~~ form located in the Bloodborne Pathogen Exposure Control Plan.

Each school site will have a safety committee which includes two (2) members appointed by JEA. The committee will recommend safety practices and procedures to the building principal.

Should an educator ~~employee~~ experience time loss (as defined by Alaska law) due to an injury on the job, the JEA President or designee shall be notified.

Section 2. Student Conduct and Discipline Procedures

The administrator and the educators ~~staff~~ shall collaboratively develop and/or review the building discipline procedures annually in the fall. Duties, responsibilities and relationships of all personnel assigned responsibility for enforcement of discipline policies shall be established by the administrator. A copy of the student discipline plan shall be provided to educators ~~teachers~~ and shall be available for parents, upon request. (Additional student discipline policies can be found in School Board Policy 5000 series.)

Building procedures shall address standard methods to be utilized by educators ~~teachers~~ before an administrative referral is made. Such methods may include, but not be limited to, student conference, meeting with parent/guardian, counselor referral. There should also be procedures established to define how to respond to cases of extreme or unusual breaches of discipline, including but not limited to, physical assault.

Educators ~~Teachers~~ shall be informed when being assigned a student(s) with a known medical problem or history of behaviors that could present a threat to the safety of students or educators ~~staff~~. Educators ~~Teachers~~ receiving confidential information shall maintain student privacy rights. (Family Educational Rights and Privacy Act (FERPA) 20. U.S.C. Sections 1232g; 34 CFR Part 99)

Consistent with AS 14.33.120 educators ~~teachers~~ shall be notified of Juneau School District's disciplinary and safety program.

ARTICLE 23

Grievance Procedure

Section 1. Definitions

GRIEVANCE - Any claim by a certificated employee, group of certificated employees, or the Association that there has been an alleged violation, misinterpretation or misapplication of the terms of the individual's contract, or a provision of the negotiated agreement. The grievant shall have the right to have the Association represent him/her.

GRIEVANT - The person, persons, or the Association making the complaint.

ASSOCIATION GRIEVANCE -The Association shall have the right to file a grievance in instances where no certificated employee is eligible to file that same grievance.

CLASS ACTION GRIEVANCE - In instances where more than one certificated employee is eligible to file identical grievances, the grievance shall be filed in the name of one of the eligible grievants. All testimony and evidence generated collectively by the eligible grievants shall be presented in the one grievance filed in the name of the individual certificated employee. The resolution of the grievance shall apply to all certificated employees in like circumstances, whether or not they were signatories to the grievance.

TIME LIMITS - The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. In the event the grievant files the grievance at the wrong level, the district will forward it to the appropriate level with no loss of time limits.

Section 2. Procedure (see also Appendix I)

Failure of the District or its representatives to comply with the time limits at any level of the grievance procedure shall result in the grievance being forwarded to the next level. Time limits may be extended by mutual agreement provided the applicable time limit has not already expired.

Whenever an incident or problem occurs, the employee should first try to resolve the issue through informal conversations with their immediate supervisor. It is the recommendation that the employee informs the Association of the issue and invites an Association Representative to participate in the informal conversations. The parties acknowledge that it is usually most desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Application of time limits begin thirty (30) days after the incident or problem occurs or when the employee should have reasonably known. Should such informal processes fail to satisfy the employee, the Association may process a grievance as follows:

Step 1. The employee shall present the grievance in writing within thirty (30) work days, excluding summer vacation, after the aggrieved person knew of the act or condition on which the grievance is based. The thirty (30) work days include the informal conversation with the immediate supervisor. If the employee's position is districtwide, the grievance will be filed with their immediate supervisor. If the employee reports to supervisors at multiple sites, or for a class action or Association grievances, the grievance will be filed with the Human Resource Director (or designee) and the employee's supervisor(s). The certificated employee shall state alleged violation, all pertinent information and resolution sought, to the employee's supervisor on the approved grievance form who will arrange for a meeting to take place within five (5) work days after receipt of the grievance. The supervisor must provide the aggrieved certificated employee with a written answer stating alleged violation, all pertinent information and rationale supporting the response, on the grievance within five (5) work days after the meeting. This written answer from the supervisor will include electronic confirmation

that the Human Resources Director has been notified of the decision. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance, and this right shall apply to each succeeding step in the grievance procedure.

Step 2. If the grievance is not resolved at Step 1, then the aggrieved shall refer the grievance, in writing, stating alleged violation, all pertinent information, and the supervisor's response to the Superintendent or designee, within ten (10) work days after receipt of the Step 1 answer. The Superintendent shall arrange for a meeting with the aggrieved to take place within ten (10) workdays after his/her receipt of the appeal. Upon conclusion of the meeting, the Superintendent will have ten (10) workdays in which to provide his/her written decisions to the aggrieved.

Step 3. If the grievance is not resolved at Step 2 then the aggrieved shall refer the grievance in writing, setting forth the nature of the grievance, all pertinent information, and the basis for appeal from the decision of the Superintendent to the President of the School Board (copy to Superintendent) within five (5) work days after receipt of the Step 2 answer. The President of the School Board shall, within five (5) workdays, appoint a panel of three (3) members to conduct a hearing within ten (10) work days. All information used as evidence in the grievance shall be made available to both parties. The hearing shall be informal and technical rules of evidence will not be observed. The hearing may be in private, whenever it involves consideration of matters that are required to be confidential by law. In other situations, the hearing shall be held in private at the option of the employee, to the extent permitted by the Alaska Open Meetings Act. A tape recording of the hearing shall be made. Upon conclusion of the hearing, the panel shall present their findings and make recommendation to the Board. A decision will be rendered at the next regular Board meeting. The aggrieved shall be given a decision in writing from the Board within five (5) work days after the next regular School Board meeting or twenty (20) work days following the hearing, whichever is first. Such statement shall contain a brief summary of the Board's findings and the conclusion reached.

Step 4. If the grievance is not resolved at Step 3, the grievance at the discretion of the Association may be submitted to an arbitrator within thirty (30) workdays, excluding summer vacation, of the receipt of the response of the Board of Education. The Arbitrator will be selected according to rules of the American Arbitration Association. The grievance will be resolved according to the rules of the American Arbitration Association. Each party shall bear its own costs, and the costs of the Arbitrator shall be shared equally by the Association and the District.

Section 3. Grievance Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a confidential grievance file maintained by the District separate from the regular personnel file(s) of the affected certificated employee(s).

Section 4. No Reprisals

No reprisals shall be taken by party or parties involved in the grievance procedures against the other party or parties.

Section 5. Implementation

The implementation of a grievance remedy will be accomplished within twenty (20) workdays or a time mutually agreed upon by the District and Association in keeping with the resolution of the grievance.

ARTICLE 24

Teacher Evaluation

Teachers shall be evaluated in accordance with Alaska Statutes, the District evaluation policy and the procedures outlined in the Certified Staff Evaluation System. The Certified Staff Evaluation System is located on the JSD web site or may be requested from the Human Resources office. The teacher must be informed of the right to review each written evaluation prior to its deposit in the personnel file and of the right to comment in writing on any matter contained in it.

Video surveillance footage captured on the exterior or interior of school facilities cannot be used for evaluative purposes of members, nor can it be put into a member's personnel file for evaluative purposes; however, video surveillance footage may be used for the purposes of disciplinary action or exonerating members if an incident merits that the footage be reviewed. Review of the footage must take into consideration the lack of audio recording when audio is not recorded.

Upon request, teachers have the right to a supplemental written evaluation by another District administrator designated by the Superintendent in accordance with paragraph 1 of this article.

All observation and evaluation documents are confidential except in cases involving non retention.

ARTICLE 25

Association Security

Section 1. Payroll

A. The Board shall assure that the Payroll Department will make bi-weekly payroll deductions for the following:

- i. JEA Dues
- ii. Tax deferred or sheltered annuity programs
- iii. Health Insurance Costs as assessed by JEA as authorized by individual employee

Certificated employees shall have the option of Direct Bank Deposit of their paycheck. Direct Bank Deposit shall be forwarded to the designated parties not later than the payday of the same pay period that the checks were issued, and every effort will be made to forward payroll deductions as rapidly as possible.

The District will operate at least a 403(b), and a 457(b), retirement plan program in compliance with Internal Revenue Code and other applicable laws. Third party administrative charges will be paid by the District.

B. JEA Dues Deductions

The payroll officer is authorized to deduct the professional dues from a member's salary who has enrolled in the Juneau Education Association that includes dues in JEA, NEA Alaska, and the National Education Association.

The deductions shall be made in twenty-one (21) bi-weekly equal installments over the contract payment period, beginning with the first contract payment of the school year. Deductions for members on less than a full-year contract shall begin on their first contract payment and end on their last contract payment.

This authorization for dues deduction is valid as long as they are an employee of the City and Borough of Juneau School District, or until a written cancellation is submitted to the payroll clerk prior to September 15, in any school year. This does not constitute a cancellation of membership. The name of anyone who cancels their dues deduction shall be sent to the JEA President and the JEA treasurer within seven (7) working days.

The District will include the following information in the Pay Period End (PPE) reconciliation:

1. Full first & last name of all certified JEA members including long- term substitutes
2. Dues deduction amount

The District will provide the following information annually, by September 15, October 15 and November 15:

1. Full name (first & last) of all certified JEA members including long- term substitutes
2. FTE allocation
3. School site location(s)

Section 2. Use of School Facilities and Equipment

The Association shall have the right to use school facilities and equipment at reasonable times, when such equipment is not otherwise in use. Any costs incurred in such use shall not exceed costs borne by the District.

The Association shall have the right to use the certificated employee's mail boxes for distribution of materials, along with the use of the inter-school mail system for distribution. No reasonable request to conduct an

Association meeting at any school shall be denied.

Section 3. Association Right to the Board Agenda

At least one day prior to each regularly scheduled Board meeting, the Board shall electronically deliver a copy of the official agenda and Board packet, to include the Association President and all certificated staff.

Section 4. Association Membership

A. Association membership will be open to all employees defined in Article 1, Section 2. Association membership and dues collection commences once the District and the Association receive a completed membership form. Membership is considered continuous if an employee signs the salary placement statement on or before June 30th. Any member on a non-continuing employee contract who is hired in the subsequent year, without a break in service, will be a continuing member. Any non-continuing employee maintains JEA hiring rights until June 30th.

B. Bargaining unit members shall meet their obligations under this section through payroll deduction pursuant to the authorization on the membership form.

C. Employees will not experience adverse employment actions based on Association membership status. The Association shall have the right to bring a collection action against an Association member who wrongfully refuses to pay dues.

D. If any portion of this Section, or a similar provision in place for another bargaining unit in the State of Alaska, is invalidated or called into question, by a decision of the Alaska Supreme Court, a federal court for the District of Alaska, a federal circuit court of the appeals for the Ninth circuit, or the United States Supreme Court, then that portion of this Section shall not be enforceable. The parties shall meet as promptly as is reasonably feasible to negotiate a replacement for an invalidated or questioned provision.

E. The Association shall indemnify and hold the Board, the Juneau School District and their employees and agents acting on behalf of the District harmless for all liability that arises, and shall pay all costs and attorneys' fees incurred, as a result of any action taken, or alleged to have been taken, by the Board or the District to comply with this Section. This indemnification shall not apply to any claim, demand, suit or other form of liability that may arise solely as a result of any negligence or willful misconduct by the Board.

F. A list of all new hires and separations from JSD will be provided electronically via the School Board Certified Board Report to the JEA President and designees monthly. An electronic list of long-term substitutes hired by the District will also be maintained and shared monthly with the JEA President and designees.

G. JEA will be provided sixty (60) minutes, not including lunch, on the agenda for the August New Certificated Employee Orientation.

ARTICLE 26

Miscellaneous Working Conditions

Section 1. Telephones

The Board shall ensure access to a phone in a private location at each site.

Section 2. Vending Machines

Vending machines shall be allowed in each faculty lounge with profits going to the JEA scholarship fund. JEA will assume all responsibility for the machines.

Section 3. Parking

Sufficient automobile parking space shall be provided for faculty use near each school, when possible.

Section 4. Mileage

All educators who travel on District business are eligible for payment according to the following:

A. Automobile travel by certificated personnel while on assigned District business which takes them away from their place(s) of primary assignment or for persons, whose regular assignment necessitates travel in any one day, shall be reimbursed for miles traveled at the current approved rate of Internal Revenue Service plus 25% to cover costs incurred to the educator's personal vehicle. The vehicle is used to provide transportation between duty stations. No reimbursement shall be made for mileage traveled by a member to the first nor from the last duty station.

B. Certificated ~~educators~~ ~~employees~~ whose regular assignment necessitates travel between two (2) sites in any one day on a regular and continuous basis, shall be paid a monthly stipend of \$50 for August through May (no more than 10 months). A mileage allowance form will be completed and submitted by the educator's ~~employee's~~ supervisor annually by September 30. (~~Effective date beginning July 1, 2023~~)

Certificated ~~educators~~ ~~employees~~ whose regular assignment necessitates travel between three (3) or more sites, on a regular and continuous basis, shall be paid a monthly stipend of \$150 for August through May (no more than 10 months). A mileage allowance form will be completed and submitted by the educator's ~~employee's~~ supervisor annually by September 30. (~~Effective date beginning July 1, 2023~~)

Educators ~~Employees~~ hired after the supervisor has submitted the mileage allowance form will be eligible for this benefit for the months employed.

Section 5. Association Business

The President and the grievance officer of the Association may use non-instructional time, duty free, preparatory, and/or before-and-after school time (As defined in Appendix A) for conducting Association business. In exceptional cases other times may be arranged by agreement between the President and his/her building principal as well as the grievance officer and his/her building principal. Any business that takes the President or the grievance officer from the building shall be arranged with the building principal.

Section 6. Discretionary Funds

The School Board shall allocate a discretionary materials fund in the amount of ~~\$250~~ \$300 per certificated ~~educator~~ ~~employee~~ per school year, to be used by each educator ~~employee~~ for incidental class- related

expenses.

Discretionary funds shall be separate and distinct from other departmental or grade-level funds. There shall be no connection between discretionary funds and funds intended for regular budgetary disbursement in each building.

~~Requests for reimbursement and receipts verifying expenditure shall be submitted to the Principal/Program administrator and payment shall be made within twenty-five (25) working days. Request must be for at least twenty-five (\$25.00), except the last request of the year, which must be received by the last day of school, and shall include all outstanding expenditures. Eligible dates for purchase shall begin with the first day after the end of the prior contract year and end with the last day of the current contract year.~~

Discretionary payments will be paid in one lump sum before October 15th of each school year. If a certificated educator's contract is less than 140 days, the amount will be calculated by the number of days worked divided by 140 days. (For example, if an educator is hired to work 70 days, they would receive a check for \$150.) Any educator hired after September 30th will be paid within six (6) weeks of the hire date.

Section 7. Per Diem

A certificated ~~educator employee~~ traveling on District business including, but not limited to, interscholastic activities, shall receive reimbursement from the District for housing plus the standard per diem authorized annually by the District for food and other necessary expenses.

Section 8. District-initiated Trainings

The District shall cover expenses as outlined in the JSD travel policy for district-initiated travel for professional development opportunities and other training beyond the number of contract days as defined in Article 9, Section 1 and the 7.5-hour work day.

When an employee attends a district-initiated training that occurs outside the work day or contracted day, whether in or out of Juneau, they shall be compensated per Article 29K, and any fees associated with the training or professional conference shall be paid by the District, excluding personal travel costs as outlined in the Travel Procedures. Expectations of sharing the content from the training will be communicated in writing to the educator in the initial request.

If the educator has issue with the content of a training, which may alter the expectations stated, they will schedule a meeting with the administrator who sponsored the travel.

All travel expenses shall be covered for district-initiated out- of-town trainings.

District-initiated mandatory trainings may include, but are not limited to: AVID, AP Training, etc. and other professional development that is required in order to teach a specific class, program, or curriculum. Mandatory trainings do not include coursework for recertification or movement on the salary schedule.

~~Mandatory trainings are defined as trainings where the employee is expected to utilize the content on a daily or recurring basis in their assignment, or if the employee is expected to train other employees on the content of the training. When an employee attends a mandatory training in Juneau, they shall be compensated per Article 29K, and any fees associated with the training or professional conference shall be paid by the District.~~

~~Non-mandatory trainings shall have no expectations of implementation of the content in their job assignment nor training of other employees. All travel expenses shall be covered for non-mandatory out- of-town trainings, in alignment with JSD travel policy. The employee shall not suffer from a negative evaluation for not~~

~~participating in or not utilizing non-mandatory trainings in their job assignment. When an employee attends a non-mandatory training in Juneau, the District shall only be required to cover any fees associated with the training or professional conference. Employees participating in non-mandatory trainings are not eligible for compensation per Article 29K.~~

Members will not be asked to waive their rights.

Section 9. Employee-initiated Trainings

Employees may seek financial support from the District to attend professional development or training opportunities. Funding support is at the discretion of the appropriate budget manager (e.g. Director, Principal, Administrator, Grants Coordinator, etc.). Compliance with the JSD travel policy is dependent upon funding support (for example, if JSD provides funding for a plane ticket, the employee must comply with travel policy regarding air travel). Employee initiated trainings are considered non-mandatory. Non-mandatory trainings shall have no expectations of implementation of the content in their job assignment nor training of other employees.

Section 10. Lapsed Teaching Certificate

Maintaining a current teaching certificate is a professional responsibility of the educator employee. As a courtesy to educators employees, the District will send verifiable communication at least 30 days before expiration to impacted educators employees and the Association.

If an educator's employee's certificate lapses, the educator employee is in breach of contract. The educator employee will enter into a nineteen (19) consecutive work day grace period in order to obtain recertification. During that time, educators employees may choose to work as a substitute in their current assignment at the 4-year degree substitute pay rate, or may choose not to substitute. There is no requirement for the educator employee to substitute. During this time, there are no TRS contributions and other district benefits may be affected, such as health insurance. Affected educators employees are encouraged to contact the Association and/or the District for additional benefit information.

If re-certified within the grace period, educators employees will retain salary placement and benefits, seniority, life insurance, and current assignment. The following will be prorated: personal leave, sick leave, and annual salary.

On the 20th consecutive work day, if an educator employee has not achieved recertification, an educator's employee's position is considered vacant and may be advertised by the district. In lieu of termination, an educator employee may resign on or before day 20. Recertification is considered achieved when the educator employee notifies the District of compliance which is subject to the District's verification of DEED effective date.

Section 11. Boundary Exceptions

Any parent or guardian employed at the school for which they are requesting placement for their child will be automatically placed in that building for the coming school year. An educator employee who is a parent or guardian of a child(ren) outside their building's age-group will be granted a boundary exception, based on their work site. Any request for boundary exception for other extenuating circumstances will be considered.

Section 12. Teacher of Record

An educator may be offered to be Teacher of Record for a class.

If an educator teacher is assigned to be a Teacher of Record, or Teacher of Record-online, the educator teacher

will be provided in writing the roles and responsibilities of the teacher of record and the primary instructor and will have an opportunity to discuss this with administration prior to assignment. Assignment is at the discretion of the Administrator.

Teacher of Record refers to when the **educator** ~~teacher~~ is responsible for overseeing the grading, attendance, and management of a class that has an additional primary instructor.

Teacher of Record-online refers to when the **educator** ~~teacher~~ is responsible for grading, attendance, and management of a class in which the content and activities are developed and self-contained in an online program, however, tutoring may be needed.

ARTICLE 27

Contracts

Certificated employees shall enter into a signed contract with the Board in accordance with State law.

Section 1. Terms of Contract

Such contracts shall set forth the certificated employee's specific assignment, remuneration and conditions of employment. The District agrees to make regular payroll deductions in accordance with the Negotiated Agreement between the Board and the Association as authorized by the individual employee.

Section 2. Issuing Contracts

Individual teacher contracts (AS 14.20.130) shall be issued at the time of initial hire. Salary Placement Statements shall be issued annually, by the start of the next school year, to continuing employees. This Salary Placement Statement shall be amended by February 28, to reflect any change in salary placement due to increased experience and/or college credits obtained prior to February 1, that would cause movement on the salary schedule. Any earned increase on the salary schedule due to increased experience and/or college credits will be effective to the first contract day of the current school year. Notice of additional credits and/or experience earned must be submitted to the Superintendent's Office by February 1, except that an automatic extension of time shall be granted where receipt of transcripts is delayed due to circumstances beyond the teacher's control.

One semester credit = at least 15 hours of direct instruction.

Section 3. Horizontal Movement

A. The primary purpose of education steps on the salary schedule is to encourage teachers to engage in education activities which might predictably benefit the District by:

- a. Resulting in improvement of the teachers' performance of their professional duties in the district, or
- b. Preparing teachers to assume different educational duties within the District, or
- c. Enhancing the probability of interdisciplinary cooperation and interaction by improving teachers' awareness and knowledge of fields outside of their major field(s) of specialization, or
- d. Improving teachers' performance as coaches or advisors of extra duty assignment activities, or
- e. Improving teachers' general educational background.

B. Credits granted by the college to a teacher after June 29, 1991, will be accepted according to the following criteria:

Courses in education or courses that are directly related to that teacher's educational role in the District shall be allowed.

Credits from courses that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after enrolling in the course(s).

C. When a teacher has been admitted into a college degree program in a field within the scope of Section 2, all those credits from courses required or recommended by the college or the teacher's college advisor for completion of the degree program shall be allowed.

Credits from courses recommended or required for completion of a degree program that would otherwise have

been allowable shall not be disallowed because the teacher's educational role was changed after being admitted to the degree program.

D. An education plan, that may include preparing a teacher for a different educational role, may be approved by the Superintendent. Credits from courses taken pursuant to an educational plan that has previously been approved shall be allowed.

E. Credits granted by colleges to teachers prior to June 29, 1991, shall be accepted upon submission in accordance with the Negotiated Agreement for July 1, 1988 through June 30, 1990.

F. A teacher may, but is not required to, request the Superintendent to approve in advance, credits from a specific course or groups of courses. Such requests shall be made to the Superintendent's Office. The Superintendent or his/her designee shall deliver to the teacher a statement of approval or disapproval together with reasons request. If no decision is delivered within fourteen (14) days, the request shall be deemed to have been approved.

G. Upon submission to the Superintendent's Office of notice of additional credits obtained, the Superintendent shall determine allowability of credits in accordance with the relevant sections of this article. Teachers shall be encouraged to support allowance of credits to assist the Superintendent in determining allowance.

The Superintendent shall deliver to the teacher a statement of this determination within (14) calendar days of notice by the teacher, except that whenever this determination would lead to denial of movement on the salary schedule, the statement of determination shall be delivered within seven (7) days.

Teacher's individual contracts shall be amended in accordance with Article 27, Sections 2 and 3 to reflect college credits obtained. Official college/university transcripts electronically submitted must be sent directly to the Human Resources office from the issuing college. Copies of electronic transcripts sent to the student and forwarded to Human Resources will not be accepted. Official sealed paper copies of transcripts will be accepted. The Superintendent may accept other evidence, such as grade reports, at their discretion when official transcripts have been requested, but have not yet been received.

Teachers shall be encouraged to submit additional information such as college descriptions when the information contained on the transcripts is insufficient to determine allowance of credits into the proper categories.

In the absence of such additional information, the Superintendent shall treat the course as being in the field suggested by the Department name. As an example, EDUC 121 would be accepted as a course in education; HIST would be accepted as a course in social studies, etc.

H. The Committee established shall continue to exist for the duration of this Negotiated Agreement. After the Committee's purpose has been fulfilled, the committee shall serve to articulate intent, suggest improvements to the Agreement and its functioning and to function as an appeal board. The Committee's purview in the above matter shall be limited to Sections 1 through 10 of this Appendix.

The four teacher members, the two administrative members, and the one Board member, or appointee, may be replaced by the Association, by the Superintendent, or by the Board, respectively. The parties recognize the desirability of maintaining a reasonable degree of continuity on the committee and of choosing, where possible, members representing a wide variety of educational roles.

I. The teacher may appeal the decision of the Superintendent to the Appeal Board within seven (7) working days of the Superintendent's denial.

The Appeal Board shall meet within fourteen (14) working days during the academic school year with the teacher in a closed session.

The appeal Board will render a decision in writing within three (3) days. That decision is binding.

J. A course shall be considered to be directly related to a teacher's education role whenever the course:

- a. Is broadly in subject area taught by the teacher (for example -history, geography, political science, courses, etc., for a social studies teacher; or physics, chemistry, biology, fisheries science, geology courses, etc., for a science teacher); or,
- b. Is in a subject which is generally considered necessary for the understanding of a subject area taught by the teacher (for example -drafting for an industrial arts teacher; or mathematics for a science teacher); or,
- c. Acquaints the teacher with practical applications or careers which use, to a substantial degree, knowledge from a field taught by the teacher (for example - journalism for a language arts teacher, science courses for a mathematics teacher, courses which survey careers in appropriate fields); or,
- d. Develop skills which are used in conveying information or skills to students (for example, courses in speech, writing, drawing, audio-visual media, etc.); or, e. Better prepares the teacher to interact with students to accommodate their psychological needs (for example -courses in psychology, counseling, human relations); or,
- f. Prepares the teacher to deal with problems of health or safety (for example, first aid courses); or,
- g. Otherwise is directly related to the teacher's educational role in the District, including improving performance as coaches or advisors of extra-duty activities as assigned pursuant to Article 11.

ARTICLE 28

Cost and Distribution of Agreement

The District will provide the Association with fifty (50) printed copies of this Agreement. The Agreement will be available on the District web site within ten (10) workdays following approval by the Board of Education.

ARTICLE 29

Wages

A. Each ~~teacher~~ **educator** will be paid according to the salary schedules found in Appendix B; ~~C, and D~~ and conditions for placement thereon provided in this Agreement. **All salary schedule adjustments identified by Appendix B will take effect on the date the Agreement is ratified by the Board of Education.**

- a. ~~The salary schedule for 2022-2023 shall be adjusted by 2%~~
- b. ~~The salary schedule for 2023-2024 shall be the 2022-2023 schedule adjusted by 2.5%.~~
- c. ~~The salary schedule for 2024-2025 shall be the 2023-2024 schedule adjusted by 3.25%.~~

The salary schedule **for 2025-2026 shall be the 2024-2025 schedule with B+0 increased by 4.25%. After the B+0 adjustment, the salary steps will be reindexed, resulting in a 2.60% increase for each step and moving to the next column will result in a 3.35% salary increase. Column B+0 maxes at Step 9, column B+18 maxes at Step 13, column M+0/B+36 maxes at Step 14, column M+18/B+54 and column M+36/B+72 maxes at Step 18.**

The educators who, in the 2024 - 2025 school year, are placed beyond the max steps listed above, will be placed according to the 2025-2026 salary schedule as follows:

- **B+0 steps 10 - 18 will be placed at step 9 in column B+0**
- **B+18 steps 14 - 18 will be placed at step 13 in column B+18**
- **M+0/B+36 steps 15 - 18 will be placed at step 14 in column M+0/B+36**

School year pay periods will be bi-weekly.

If the total creditable years of experience exceed the highest numbered step in the column in which the ~~educator~~ **teacher** is placed, then the ~~educator~~ **teacher** shall be placed on the highest numbered step for that column.

B. A certified ~~educator's employee's~~ total creditable years of experience shall be the sum of:

- a. Each year of teaching or comparable experience as determined by the District in an Alaskan school, whether operated by a school district, the State, or the BIA;
- b. Each year of teaching or comparable experience as determined by the District in a nationally-or state-accredited school outside Alaska, including overseas schools;
- c. Each year of documented teaching or comparable experience as determined by the District requiring teacher certification in the military, Peace Corps, or VISTA.
- d. Each year of documented experience as determined by the District requiring clinical/professional licensure for specialists are listed in Article 29, Section H.
- e. Each year of full-time employment with documentation from a hospital, private practice or clinic experience for those holding a Type C certificate shall be counted towards years of experience.

C. The sum of the years in Section C is subject to the following limitations:

a. ~~Educators~~ ~~Teachers~~ may not count the 1995-96 school year's teaching experience as a part of their creditable years of teaching experience for salary schedule placement.

b. ~~Educators~~ ~~Teachers~~ hired after May 1, 1996, may apply no more than an adjusted total of four (4) creditable years of teaching experience toward initial placement on the salary schedule.

c. ~~Teachers~~ Educators newly hired to Juneau School District effective with the ~~2006/07~~ 2025/26 school year may apply an adjusted total of ten (10) creditable years of teaching or comparable experience as determined by the District toward initial placement on the salary schedule, of which a maximum eight (8) years may be out-of-state experience with a master's degree and a maximum six (6) years may be out-of state experience with a bachelor's degree.

D. Sections B & C ~~and D~~ notwithstanding, all creditable years of teaching experience accepted for placement on the salary schedule prior to the 1995-96 school year will continue to be fully recognized.

E. Any certified educator ~~employee~~ who has worked one-hundred forty (140) days in the school year as a long- term substitute or as a partial year contracted educator ~~employee~~ shall be granted one-year credit for movement on the salary schedule.

F. An educator ~~teacher~~ shall be placed on the salary schedule column furthest to the right for which they qualify, consistent with the criteria of Appendix G. Mid-year adjustment shall take place in accordance with Article 27 , Section 2.

G. The salary schedule column headings and criteria for advancement on the salary schedule shall be; B+0, B+18, B+36 or M+0, B+54 or M+18, and B+72 or M+36, respectively. However, for an educator ~~teacher~~ hired before May 1, 1996 the salary schedule column headings and criteria for advancement on the salary schedule shall be; B+0, B+18, B+29, B+40 or M+0, and B+58 or M+18.

H. Educators ~~Employees~~ who hold Certificates from the National Board of Professional Teaching Standards (NBPTS) shall receive a \$3,500.00 salary supplement for the first year of initial NBPTS certification and \$2,000.00 salary supplement each year for the life of NBPTS certification. To receive the increased salary, the educator ~~teacher~~ must file a notice of receipt of certification to the Superintendent's Office by February 1. Any earned increase due to NBPTS certification will be effective to the first contract day of the current school year.

I. Specialists including school counselors, psychologists, speech/language pathologists, occupational therapists, physical therapists, hearing impaired specialists or visually impaired specialists that possess national/clinical licensure will receive an additional \$5000 (prorated based on a 1.0 FTE) to their annual employment contract. Counselors may receive either the benefit in 'H' or in 'I', but not both.

J. Special education teachers who have direct responsibility for coordinating special education paraeducators positions as assigned by the principal and coordinator of special education on September 15 and February 15 shall receive an added duty contract twice per year based on the following criteria:

Direct coordination of 1 to 2 special education paraeducators will receive a half-year added duty contract of \$300, 3 to 4 special education paraeducator positions will receive a half-year added duty contract of \$750; direct coordination of 5 – 6 special education paraeducators positions will receive a half-year added duty contract of \$1,000 and direct coordination of 7 or more special education paraeducators positions will receive a half year added duty contract of \$1,500. (~~Effective date beginning July 1, 2023~~)

If a paraeducator is shared between two or more teachers, the site administrator will determine which teacher

will coordinate the paraeducator duties. For the purposes of calculating teacher's stipends, each paraeducator will be assigned to one and only one teacher per half-year.

K. All training, preparation to deliver training to adults, or non-classroom assigned teaching responsibilities which occur outside of the individual's contract day shall be compensated at a rate of \$250.00 per day based on a 7.5-hour work day or prorated in quarter-hour increments.

Any assigned teaching responsibilities to students, or presenting training to adults which occur beyond the number of contract days as defined in Article 9, Section 1 shall be compensated at their pro-rata daily ~~hourly~~ rate.

L. When possible, IEP or 504 meetings shall begin and conclude within the workday, excluding planning time and duty-free lunch, unless the member approves the exception. The District shall provide coverage for members required to be at the meetings during student contact time. When meetings extend beyond the workday, or when the principal or designee schedules a meeting totally outside the workday, it shall be paid at the member's pro-rata daily rate when participating in IEP or 504 meetings. (~~Effective date beginning July 1, 2023~~)

M. The District may compensate educator ~~employees~~ for work completed beyond the contract day and/or year through the following mechanisms:

MOAR: Memorandum of Agreement with Retirement - Work completed during the contract school year, is TRS eligible, requires a certificate, and is subject to the Negotiated Agreement.

MOA: Memorandum of Agreement - Work completed during the contract school year that does not require a certificate and is not subject to the Negotiated Agreement. Payment is decided by the District.

CLSHR: Classified Hourly Hire - Work that is completed during the summer. When a certificate is required, work falls under the Negotiated Agreement.

N. Any Tier III certificated ~~employee~~ educator who has a balance of at least 200 hours of sick leave by the second March pay day each year ~~teacher~~ may request to cash out up to fifteen (15) hours of sick leave at their pro-rata daily rate. The deadline for any such request to be received by payroll is no later than April 15. (~~Effective date beginning July 1, 2023~~)

O. Every certified ~~teacher~~ educator, at their discretion, may request up to two (2) hours at their stipend rate compensation per year to attend open house or family night(s), or conduct concerts/performances. (~~Effective date beginning July 1, 2023~~)

ARTICLE 30

Duration

This agreement shall be in effect from July 1, ~~2022~~ 2025, to June 30, ~~2025~~ 2026.

APPENDIX A

Definitions

1. AS – Alaska Statute.
2. CERTIFICATED ~~EDUCATOR EMPLOYEE~~ – Shall mean any person employed by the District in a position which requires the possession of an Alaskan type A, C, or D teaching certificate.
3. DAILY RATE - An educator's ~~employee's~~ annual salary divided by the number of contract days.
4. DAYS – Calendar days unless otherwise specifically defined in this Agreement.
5. DUTY-FREE TIME: Time that is not directed, such as lunch and breaks.
6. THE DISTRICT – The City and Borough of Juneau School District.
7. EXTRA DAYS - Days in excess of the number of days negotiated for the basic educator ~~teacher~~ contract.
8. EXTRA-DUTY ADVISOR AGREEMENT – The contract signed by the certificated educator ~~employee~~, the Activity Director, the principal, and the JEA Building Representative, stating the terms and conditions of each extra- duty assignment.
9. HOURLY PAY - When educators ~~employees~~ are paid hourly, they are paid in 15-minute increments or major portion thereof.
10. NON-INSTRUCTION TIME - Time to be used for purposes such as testing, completion of special education paperwork, scheduling meetings, updating IEP's, meetings and parental contact. This time is scheduled in addition to other contract prep, breaks and duty-free time.
11. PER DIEM - A rate established and published in the district travel policy to cover items such as meals or other personal expenses incurred while traveling on official JSD business.
12. PREPARATION TIME - Other than before and after the school day, lunch time, and elementary fifteen (15) minute morning and afternoon breaks, time that is educator/self directed for tasks such as writing lesson plans, analyzing data, grading papers, researching lesson topics, meeting with parents or colleagues, or doing other professional work of their choice. Educators will be relieved of all student contact and supervisory obligations.
- 13. PRO-RATA DAILY RATE - The educator's daily rate of pay divided by scheduled daily hours based on FTE.**
- ~~14~~**14. REDUCTION IN FORCE (RIF) – When the total number of certificated educators ~~employees~~ is reduced.**
- ~~15~~**15. SPECIALTY AREAS – Shall include, but are not limited to: counseling, library, nursing, driver's education, swimming, special education, speech therapy, school psychology, instrumental/vocal music, reading specialty, multi-handicapped, emotionally/behaviorally disturbed, foreign/world language, and building trades.**
- ~~16~~**16. TRANSFERS - Whether voluntary or involuntary, are defined as movement between schools and/or District programs (e.g. Special Education).**

~~16.~~ **17.** VACANCY – A vacancy shall be determined to exist whenever the District Central Office declares the vacancy.

~~17.~~ **18.** WORK DAY - A work day shall be considered educator-directed preparation time.

APPENDIX B
Juneau Education Association Salary Schedule
~~2022-2023~~ **2025-2026** School Year
185 Days

May 22,2025		Increase	Index Steps	Column move		
\$57,288	FY 26	4.25%	2.60%	3.35%		
	Step	B	B18	M/B36	M18/B54	M36/B72
	1	59,723.00	61,724.00	63,792.00	65,929.00	68,138.00
	2	61,276.00	63,329.00	65,451.00	67,643.00	69,910.00
	3	62,869.00	64,976.00	67,153.00	69,402.00	71,728.00
	4	64,504.00	66,665.00	68,899.00	71,206.00	73,593.00
	5	66,181.00	68,398.00	70,690.00	73,057.00	75,506.00
	6	67,902.00	70,176.00	72,528.00	74,956.00	77,469.00
	7	69,667.00	72,001.00	74,414.00	76,905.00	79,483.00
	8	71,478.00	73,873.00	76,349.00	78,905.00	81,550.00
	9	73,336.00	75,794.00	78,334.00	80,957.00	83,670.00
	10		77,765.00	80,371.00	83,062.00	85,845.00
	11		79,787.00	82,461.00	85,222.00	88,077.00
	12		81,861.00	84,605.00	87,438.00	90,367.00
	13		83,989.00	86,805.00	89,711.00	92,717.00
	14			89,062.00	92,043.00	95,128.00
	15				94,436.00	97,601.00
	16				96,891.00	100,139.00
	17				99,410.00	102,743.00
	18				101,995.00	105,414.00

Hired

Prior to 5/1/1996 JEA 1	B+0	B+18	B+29	B+40	B+58
After 5/1/1996				M+0	M+18
JEA 2	B+0	B+18	M+0	M+18	M+36
			B+36	B+54	B+72
STEP	ANNUAL				
STEP 1	\$54,131	\$55,045	\$57,320	\$59,702	\$61,087
STEP 2	\$55,541	\$56,481	\$58,826	\$61,281	\$62,706
STEP 3	\$56,998	\$57,963	\$60,379	\$62,904	\$64,373
STEP 4	\$58,493	\$59,488	\$61,976	\$64,577	\$66,092
STEP 5	\$60,033	\$61,059	\$63,624	\$66,302	\$67,862
STEP 6	\$61,621	\$62,676	\$65,319	\$68,077	\$69,683
STEP 7	\$63,256	\$64,344	\$67,063	\$69,907	\$71,557
STEP 8	\$64,938	\$66,060	\$68,861	\$71,790	\$73,490
STEP 9	\$66,674	\$67,830	\$70,712	\$73,732	\$75,482
STEP 10	\$66,674	\$69,652	\$72,620	\$75,730	\$77,531
STEP 11	\$66,674	\$71,526	\$74,589	\$77,789	\$79,647
STEP 12	\$66,674	\$73,459	\$76,612	\$79,906	\$81,819
STEP 13	\$66,674	\$75,450	\$78,696	\$82,091	\$84,063
STEP 14	\$66,674	\$75,450	\$80,844	\$84,339	\$86,371
STEP 15	\$68,460	\$75,450	\$80,844	\$86,658	\$88,748
STEP 16	\$68,460	\$77,501	\$83,055	\$89,042	\$91,194
STEP 17	\$68,460	\$77,501	\$83,055	\$91,508	\$93,737
STEP 18	\$68,460	\$77,501	\$83,055	\$92,776	\$95,037

APPENDIX C
Juneau Education Association Salary Schedule
2023 – 2024 School Year
185 Days

Hired

Prior to 5/1/1996 JEA 1	B+0	B+18	B+29	B+40	B+58
After 5/1/1996				M+0	
JEA 2	B+0	B+18	M+0	M+18	M+36
			B+36	B+54	B+72
STEP	ANNUAL				
STEP 1	\$55,485	\$56,421	\$58,753	\$61,194	\$62,614
STEP 2	\$56,930	\$57,894	\$60,297	\$62,813	\$64,273
STEP 3	\$58,423	\$59,412	\$61,888	\$64,477	\$65,983
STEP 4	\$59,955	\$60,976	\$63,526	\$66,192	\$67,744
STEP 5	\$61,534	\$62,586	\$65,214	\$67,960	\$69,558
STEP 6	\$63,162	\$64,243	\$66,952	\$69,779	\$71,425
STEP 7	\$64,838	\$65,952	\$68,740	\$71,654	\$73,346
STEP 8	\$66,562	\$67,712	\$70,583	\$73,584	\$75,327
STEP 9	\$68,341	\$69,526	\$72,479	\$75,575	\$77,369
STEP 10	\$68,341	\$71,393	\$74,435	\$77,623	\$79,470
STEP 11	\$68,341	\$73,315	\$76,453	\$79,734	\$81,638
STEP 12	\$68,341	\$75,296	\$78,528	\$81,903	\$83,865
STEP 13	\$68,341	\$77,337	\$80,663	\$84,143	\$86,165
STEP 14	\$68,341	\$77,337	\$82,865	\$86,447	\$88,530
STEP 15	\$70,172	\$77,337	\$82,865	\$88,825	\$90,967
STEP 16	\$70,172	\$79,438	\$85,131	\$91,268	\$93,474
STEP 17	\$70,172	\$79,438	\$85,131	\$93,796	\$96,080
STEP 18	\$70,172	\$79,438	\$85,131	\$95,096	\$97,413

APPENDIX D
Juneau Education Association Salary Schedule
2024 – 2025 School Year
185 Days

Hired

Prior to 5/1/1996 JEA-1	B+0	B+18	B+29	B+40	B+58
After 5/1/1996				M+0	M+18
JEA-2	B+0	B+18	M+0	M+18	M+36
			B+36	B+54	B+72
STEP	ANNUAL				
STEP-1	\$57,288	\$58,255	\$60,662	\$63,183	\$64,649
STEP-2	\$58,780	\$59,775	\$62,257	\$64,854	\$66,362
STEP-3	\$60,321	\$61,342	\$63,900	\$66,573	\$68,127
STEP-4	\$61,904	\$62,957	\$65,590	\$68,343	\$69,946
STEP-5	\$63,534	\$64,620	\$67,334	\$70,168	\$71,819
STEP-6	\$65,215	\$66,331	\$69,128	\$72,047	\$73,747
STEP-7	\$66,945	\$68,096	\$70,974	\$73,983	\$75,730
STEP-8	\$68,725	\$69,912	\$72,877	\$75,976	\$77,775
STEP-9	\$70,562	\$71,785	\$74,835	\$78,031	\$79,884
STEP-10	\$70,562	\$73,713	\$76,855	\$80,146	\$82,052
STEP-11	\$70,562	\$75,697	\$78,938	\$82,325	\$84,291
STEP-12	\$70,562	\$77,743	\$81,080	\$84,565	\$86,590
STEP-13	\$70,562	\$79,850	\$83,285	\$86,878	\$88,965
STEP-14	\$70,562	\$79,850	\$85,558	\$89,257	\$91,407
STEP-15	\$72,452	\$79,850	\$85,558	\$91,711	\$93,923
STEP-16	\$72,452	\$82,020	\$87,898	\$94,234	\$96,512
STEP-17	\$72,452	\$82,020	\$87,898	\$96,844	\$99,203
STEP-18	\$72,452	\$82,020	\$87,898	\$98,186	\$100,579

APPENDIX E



Extra Duty Contract

This contract, entered into by and between the Juneau School District, hereinafter referred to as Employer, and

NAME: _____ EEID: _____ hereinafter referred to as Employee

SCHOOL DISTRICT EMPLOYEE ☐ Certified ☐ Classified ☐ Other ☐ Incumbent Coach

(Employee Initials) Non-District Employees are required to report to the Personnel Non-District Employee Office within five (5) days of issue dates.

☐ I hold a current Alaska State coaching certificate ☐ I have been informed of expectations for this position.

The employee agrees to abide by all tenets and regulations as set forth in the Juneau School District Board Policies and Administrative Regulations, and the Professional Teaching Practices Commission Code of Ethics.

Further, be it understood and agreed that this contract is a separate instrument and not to be construed as an addendum to a teaching contract, is not a continuing contract, and is valid for the dates specified only.

The Employee agrees to perform the extra duty assignment of _____

The Employee agrees to perform _____ % of the assignment noted above.

The Employee agrees to perform the extra duty assignment beginning _____ and ending _____ or when the mutually agreed upon job description is fulfilled; and to be in compliance with and bound by all aspects of Article 11 of the teachers' negotiated agreement. Compensation for advisors/coaches who share one assignment shall be indicated on the Extra Duty Contract and paid the amount equivalent to the percentage of the individual's assignment.

The Employer agrees to pay the Employee a salary of \$ _____ for _____ session(s), at \$ _____ /session as specified in the certified employees' negotiated agreement, upon successful completion of said duty/ies and verified by the Building Principal. Retirement deductions will be T.R.S. for certified employees, ~~P.E.R.S.~~ F.I.C.A. for Classified employees, and F.I.C.A. for non-district employees. Payment will be made within the calendar year the work was performed.

School _____ Employee's Signature _____ Date _____

Principal/Assistant Principal Signature _____ Date _____ JEA Representative's Signature _____ Date _____

Account Code: _____

Upon completion of the contract and all duties required the Principal or Assistant Principal should sign below as authorization to pay. Provide a copy to all departments indicated.

Principal/Assistant Principal Signature _____ Date _____ % of the contract completed _____

Principal/Assistant Principal Signature _____ Date _____ % of the contract completed _____

APPENDIX F**Article 11 – Extra Duty Assignment Pay Schedule**

PAY RANGE	1	2	3	4	5	6	7	8	9	10
HEAD/ADVISOR	\$450	\$550	\$800	\$1200	\$1700	\$2300	\$2800	\$3500	\$4100	\$5000
ASSISTANT	1A	2A	3A	4A	5A	6A	7A	8A	9A	10A
	\$400	\$450	\$600	\$900	\$1200	\$1600	\$1900	\$2300	\$3000	\$3800

If activity is offered, all coaching positions must be hired.

For example, MS Track & Field = 1 Head Coach and 2 Assistant Coaches.

COACH/ASSISTANT TITLE	HS	MS		COACH/ASSISTANT TITLE	HS	MS
Academic Decathlon Advisor	8			Model UN Advisor	3	
Baseball Head Coach	9			National Oceans Science Bowl	6	
Baseball Assistant Coach	9A			Pep Band Advisor	5	
Basketball Boys Head Coach	10	5		Robotics	6	
Basketball Boys Assistant Coach	10A	5A		Senior Class Advisor (2 advisors)	3	
Basketball Girls Head Coach	10	5		Soccer Boys Head Coach	9	4
Basketball Girls Assistant Coach	10A	5A		Soccer Boys Assistant Coach	9A	4A
Basketball Intramural Coach				Soccer Girls Head Coach	9	4
(2 Coaches at MS)		4		Soccer Girls Assistant Coach	9A	4A
Cheerleading(Basketball) Head Coach	8			Softball Head Coach	9	
Cheerleading (Basketball) Asst Coach	8A			Softball Assistant Coach	9A	
Cheerleading (Football) Head Coach	5			Sophomore Class Advisor (2 advisors)	3	
Cheerleading (Football) Assistant Coach	5A			Spring Musical Advisor (Middle School)		5
Clubs (examples listed below)	3	2		Student Government Advisor	8	5
Cross Country Running Head Coach	8	4		Swim Team Head Coach	10	
Cross Country Running Assistant Coach	8A	4A		Swim Team Assistant Coach	10A	
Debate/Forensics Coach	8			Tennis Head Coach	8	
Dive Coach	7			Tennis Assistant Coach	8A	
Drama Team Coach	8	2		Track & Field Head Coach	9	4
Dance/Drill Team Coach	9			Track & Field Assistant Coach		
Dance/Drill Team Assistant Coach	9A			(3 Assistant Coaches for HS)	9A	
Football Head Coach	10			(2 Assistant Coaches for MS)		4A
Football Assistant Coach	10A			Volleyball Head Coach	10	
Freshman Class Advisor (2 advisors)	3			(2 Coaches for MS)		5
Hockey Head Coach	10			Volleyball Assistant Coach	10A	5A
Hockey Assistant Coach	10A			Volleyball Intramural Coach		
Honor Music Advisor Band	5			(2 Coaches for MS)		3
Honor Music Advisor Choir	5			Wrestling Head Coach	10	5
Intramurals (High School)	2			Wrestling Assistant Coach	10A	
Jazz Band		3		(2 Coaches for MS)		5A
Junior Class Advisor (2 advisors)	3			Yearbook		5

High School Clubs – for example; Alpine, Art, Archery, Auto, Broadcast Journalist, Interact, Homebuilders, Metals, National Honor Society, Rifle, Video, Science Olympiad

Middle School Clubs – for example; Art, Chess, Young Entrepreneurs, Math Counts
Elementary School Clubs – Paid at Range 1 Head/Advisor on the wage schedule) for example; Jumpers, Marathon Club, Lego

APPENDIX G

Horizontal Movement Criteria

A. The primary purpose of education steps on the salary schedule is to encourage teachers to engage in education activities which might predictably benefit the District by:

- a. Resulting in improvement of the teachers' performance of their professional duties in the district, or
- b. Preparing teachers to assume different educational duties within the District, or
- c. Enhancing the probability of interdisciplinary cooperation and interaction by improving teachers' awareness and knowledge of fields outside of their major field(s) of specialization, or d. Improving teachers' performance as coaches or advisors of extra duty assignment activities, or e. Improving teachers' general educational background.

B. Credits granted by the college to a teacher after June 29, 1991, will be accepted according to the following criteria:

Courses in education or courses that are directly related to that teacher's educational role in the District shall be allowed.

Credits from courses that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after enrolling in the course(s).

C. When a teacher has been admitted into a college degree program in a field within the scope of Article 27, Section 2, all those credits from courses required or recommended by the college or the teacher's college advisor for completion of the degree program shall be allowed.

Credits from courses recommended or required for completion of a degree program that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after being admitted to the degree program.

D. An education plan, that may include preparing a teacher for a different educational role, may be approved by the Superintendent. Credits from courses taken pursuant to an educational plan that has previously been approved shall be allowed.

E. Credits granted by colleges to teachers prior to June 29, 1991, shall be accepted upon submission in accordance with the Negotiated Agreement for July 1, 1988 through June 30, 1990.

F. A teacher may, but is not required to, request the Superintendent to approve in advance, credits from a specific course or groups of courses. Such requests shall be made to the Superintendent's Office. The Superintendent or his/her designee shall deliver to the teacher a statement of approval or disapproval together with reasons request. If no decision is delivered within fourteen (14) days, the request shall be deemed to have been approved.

G. Upon submission to the Superintendent's Office of notice of additional credits obtained, the Superintendent shall determine allowability of credits in accordance with the relevant sections of this article. Teachers shall be encouraged to support allowance of credits to assist the Superintendent in determining allowance. The Superintendent shall deliver to the teacher a statement of this determination within (14) calendar days of notice by the teacher, except that whenever this determination would lead to denial of movement on the salary schedule, the statement of determination shall be delivered within seven (7) days. Teacher's individual contracts shall be amended in accordance with Article 27, Sections 2 and 3 to reflect college credits obtained. Official college/university transcripts electronically submitted must be sent directly to the Human Resources office from the issuing college. Copies of electronic transcripts sent to the student and forwarded to Human Resources will not be accepted. Official sealed paper copies of transcripts will be accepted. The Superintendent may accept other evidence, such as grade reports, at their discretion when official transcripts have been requested, but have not yet been received. Teachers shall be encouraged to submit additional information such as college descriptions when the information contained on the transcripts is insufficient to determine allowance of credits into the proper categories.

In the absence of such additional information, the Superintendent shall treat the course as being in the field suggested by the Department name. As an example, EDUC 121 would be accepted as a course in education; HIST would be accepted as a course in social studies, etc.

H. The Committee established shall continue to exist for the duration of this Negotiated Agreement. After the Committee's purpose has been fulfilled, the committee shall serve to articulate intent, suggest improvements to the Agreement and its functioning and to function as an appeal board. The Committee's purview in the above matter shall be limited to Sections ~~1A~~ through ~~1D~~ I of this Appendix.

The four teacher members, the two administrative members, and the one Board member, or appointee, may be replaced by the Association, by the Superintendent, or by the Board, respectively. The parties recognize the desirability of maintaining a reasonable degree of continuity on the committee and of choosing, where possible, members representing a wide variety of educational roles.

I. The teacher may appeal the decision of the Superintendent to the Appeal Board within seven (7) working days of the Superintendent's denial.

The Appeal Board shall meet within fourteen (14) working days during the academic school year with the teacher in a closed session. The appeal Board will render a decision in writing within three (3) days. That decision is binding.

J. A course shall be considered to be directly related to a teacher's education role whenever the course:

- a. Is broadly in subject area taught by the teacher (for example -history, geography, political science, courses, etc., for a social studies teacher; or physics, chemistry, biology, fisheries science, geology courses, etc., for a science teacher); or,
- b. Is in a subject which is generally considered necessary for the understanding of a subject area taught by the teacher (for example -drafting for an industrial arts teacher; or mathematics for a science teacher); or,
- c. Acquaints the teacher with practical applications or careers which use, to a substantial degree, knowledge from a field taught by the teacher (for example - journalism for a language arts teacher, science courses for a mathematics teacher, courses which survey careers in appropriate fields); or,
- d. Develop skills which are used in conveying information or skills to students (for example, courses in speech, writing, drawing, audio-visual media, etc.); or,
- e. Better prepares the teacher to interact with students to accommodate their psychological needs (for example, courses in psychology, counseling, human relations); or,
- f. Prepares the teacher to deal with problems of health or safety (for example, first-aid courses); or, g. Otherwise is directly related to the teacher's educational role in the District, including improving performance as coaches or advisors of extra-duty activities as assigned pursuant to Article 11.

Definitions:

College means a regionally accredited college or university.

Credit(s) means semester credit hours or their equivalent granted by a regionally accredited college or university. Each quarter credit hour shall be equivalent to two-thirds of a semester credit hour.

Teacher(s) includes all School District employees who are covered by this negotiated agreement. Superintendent means the Superintendent of Schools or his/her designee.

☐ REQUEST FOR ADVANCE APPROVAL

☐ ATTACHMENT TO APPLICATION FOR LATERAL MOVEMENT ON SALARY SCHEDULE

Name: _____

Current Teaching Assignment: _____

COURSE NUMBER/TITLE	INSTITUTION	CREDITS	APPROVED	DISAPPROVED
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Course Description

Rationale

Applicant Signature	Date
---------------------	------

Superintendent or Designee	Date
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COMMENTS

☐ EDUCATIONAL PLAN

☐ APPLICATION FOR LATERAL MOVEMENT ON SALARY SCHEDULE*

*This form is to cover a series of courses which applicant wishes applied to move to a new column on the salary schedule. May be submitted before or after courses are completed.

Name: _____

Current Teaching Assignment: _____

COURSE NUMBER/TITLE	INSTITUTION	CREDITS	APPROVED	DISAPPROVED
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Applicant Signature

Date

Superintendent or Designee

Date

Comments: (This section used only when explanation needed)

Committee Appeal – Comments:

COMMITTEE DECISION: _____Approved _____Disapproved

Chairperson Signature date:_____

APPENDIX I
Article 23, Section 2

