

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

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 2**  
Principles

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 3**  
Non-Discrimination

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 4**  
Management Rights

*Status: Closed Contract Language -Signed 9/23/25*

**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

*Status: TA'd 3/17/25*

**ARTICLE 7**  
Negotiations

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 8**  
Savings Clause

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 9**  
School Year and School Day  
*Status: TA'd 3/17/25*

## 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)~~

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~~<sup>pro</sup> 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~~<sup>pro</sup> 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.

## Extra Duty Assignment

*Status: Closed Contract Language -Signed 9/23/25*

### ARTICLE 12 Personnel Changes

*Status: TA'd Signed 11/25/25*

Recognizing the desirability of filling vacancies and new positions from within the District's own certificated **educator** 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

- a. 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.
- b. 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:
  1. 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.
  2. 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, ~~t~~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 educator 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. 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. 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 15<sup>th</sup>. If an involuntary transfer becomes necessary after May 15<sup>th</sup>, 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 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. 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. 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. 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. 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:**

1. **The list of positions needing placement will be based on Building needs considering the course offerings.**
2. **| 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).**
3. **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

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 14**  
Personnel File

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 15**  
Disciplinary Action for Just Cause

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 16**  
Medical

*Status: Closed Contract Language -Signed 9/23/25*

**ARTICLE 17**  
Insurance

**Section 1. Health Insurance**

The District agrees to pay the following health premiums per educator (0.5 FTE or greater) to the JEA Health Trust or JEA's designee as follows:

**Health premiums shall be paid at a rate of \$1679.00 per month for the 25-26 school year and \$1750 for the 26-27 school year by the District for any educator working 0.5 FTE or greater, including those who do not elect coverage. The payment will be made to the JEA Health Trust or JEA's designee.**

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

If an educator ~~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)

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 Employee</u>	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

*Status: TA'd 11/25/25*

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 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.
- 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

**by 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 same sentence 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 1<sup>st</sup>. A request for extension must be submitted in writing by February 1<sup>st</sup>. 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 **educators 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

*Status: Closed Contract Language -Signed 9/23/25*

### **ARTICLE 20**

#### Association Representation

*Status: Closed Contract Language -Signed 9/23/25*

### **ARTICLE 21**

#### District and School Committees

*Status: TA'd 11/25/25*

## **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 (2) 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 effect 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 teachers as well as promoting and supporting anti-violence in our schools.

### Section 1. Site Safety and Health

The District shall notify educators 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 ~~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.

## **Section 3 WORK-RELATED INJURY (maintain bold formatting of Section 3)**

**An educator who suffers a work-related injury is required to notify their supervisor in a timely manner and to complete the appropriate reporting forms. When an educator experiences a work-related injury, within 24 hours of the event, the supervisor will work to find a mutually agreed upon time to communicate with the educator to discuss the incident and identify**

support(s). The educator may request an additional meeting to discuss support for a work-related injury that includes, but is not limited to, the building administrator and Director of Operations.

The District will pay to replace or repair the educator's clothing, dentures, eyeglasses, hearing aids, or similar items that are damaged or destroyed as a result of work-related injury.

For the purpose of this agreement, assault is defined as a physical behavior that results in an injury upon a person.

If the educator experiences a work-related injury due to an assault, the educator and supervisor will take the steps outlined below.

### I. Work-Related Injury by Another Adult (not a current JSD student)

If an assault occurs while performing the educator's job duties, the District will document the assault and provide the following support(s) at the request of the educator:

A. The District will report the assault to the local law enforcement.

B. The District will provide counseling, legal, and/or other support(s) through the Employee Assistance Program.

C. The District will support the educator by, but not limited to, ensuring the administration's presence at meetings to which the adult will be present and requesting a trespass order from local law enforcement.

D. The supervisor will meet with the educator to discuss additional support(s) that may be needed.

### II. Work-Related Injury by a Student

When an assault by a student occurs against an educator, the educator may file a police report. The District will document the assault and provide the following support(s) at the request of the educator:

A. The administrator will provide the student with an environment to de-escalate. The student will be removed from the classroom to protect others from further injury if necessary. This removal is temporary for the purpose of de-escalation and safety. The removal does not constitute a suspension.

B. Before the student is returned to the assaulted educator's classroom, the administrator will hold a conference with the educator, student, parents, and other necessary staff members to discuss the return to the classroom and any support(s) for the educator and student's success. This meeting must be held within three (3) days of the student's return to the school and include the educator. If the educator is not available for the meeting within three (3) days of the student's return, the absence may not delay the student's return to their classroom. The absence of any other participant will not delay the student's return to the classroom.

**C. The educator will be provided an opportunity to work with the administrator and other staff members (i.e. behavior coach, school psychologist, or counselor) for support in addressing the student's behaviors.**

#### **Section 4. Workers' Compensation**

**An employee injured while performing employment duties must complete the District's Accident/Injury Report form and Workers' Compensation Claim. Forms will be submitted to the employee's supervisor. Forms shall be available in all school offices.**

#### **Section 5. Educator Absence Related to Work Injury**

**Whenever an educator is temporarily absent from school and temporarily unable to perform their duties due to a work-related injury, the educator will be paid full salary and benefits less the amount of any workers' compensation payments or payments made for temporary or partial disability. Such temporary absence will not be counted against the employee's accrued sick leave. In no case shall an employee be entitled to receive an amount that exceeds their regular gross pay.**

### **ARTICLE 23**

Grievance Procedure

*Status: Closed Contract Language Signed 9/23/25*

### **ARTICLE 24**

Teacher Evaluation

*Status: Closed Contract Language Signed 9/23/25*

### **ARTICLE 25**

Association Security

*Status: Closed Contract Language Signed 9/23/25*

### **ARTICLE 26**

Miscellaneous Working Conditions

*Status: TA'd 10/13/25*

#### **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.

#### **To prioritize safety:**

- A. Exterior lights shall be on during educator building access hours of darkness and when activities are scheduled.**
- B. Parking lots will be maintained in accordance with weather conditions (e.g., snow, ice, mud, flooding, etc.).**

### **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 employee's contract is less than 140 days, the amount will be calculated by the number of contracted days divided by 140 days. (For example, if a teacher is hired to work 70 days, they would receive a check for \$150.) Any employee hired after September 30th will be paid within six 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 m**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.

## **Section 13. Virtual Service Delivery for students in Special Education**

**To support the delivery of online special education services, the administrator, with consideration for staff schedule availability, will specifically designate staff for student supervision and other assistance. Where holes are identified, a conversation will occur between administration and affected staff to determine a plan of action.**

## **ARTICLE 27**

Contracts

*Status: Closed Contract Language Signed 9/23/25*

## **ARTICLE 28**

Cost and Distribution of Agreement

*Status: Closed Contract Language Signed 9/23/25*

## **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.

- 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 8%. 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

The salary schedule for 2026-2027 shall be the 2025-2026 schedule increased by 9%.

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. ~~Teaehers~~ **Educators** newly hired to Juneau School District effective with the 2006/07 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 **positions** 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 attending the 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.

JCA Last Best 11/14/25

**ARTICLE 31**  
Execution Signatures

**Juneau Education Association**

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**Tara Kulbeth,**  
Elementary Teacher, ABES

---

**Jay Lloyd,**  
Middle School Teacher, TMMS

---

**Kasey Mow,**  
Special Education Teacher, KHE

---

**Laura Mulgrew,**  
At-Large Rep, (Sped Teacher, YKHS)

---

**Jeannette Sleppy,**  
High School Teacher, JDHS

---

**Semra Deaner**  
UniServ Director, NEA-Alaska

**Juneau School District**

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**Nicole Herbert,**  
Chief Financial Officer

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**Jason DeCamillis,**  
Director of Student Services

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**Kelley Fink,**  
Payroll Supervisor

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**Kelly Stewart,**  
Assistant Principal, JDHS

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**Kristy Germain,**  
Director of Operations

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**Lyle Melkerson,**  
Director of Human Resources

## APPENDIX A

### Definitions

*Status: TA'd 11/25/25*

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. **13. REDUCTION IN FORCE (RIF)** – When the total number of certificated **educators** employees is reduced.
15. **14. 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. **15. TRANSFERS** - Whether voluntary or involuntary, are defined as movement between schools and/or District programs (e.g. Special Education).
17. **16. VACANCY** – A vacancy shall be determined to exist whenever the District Central Office declares the vacancy.
18. **17. 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

FY 26					
Step	B	B18	M/B36	M18/B54	M36/B72
1	61,871.00	63,944.00	66,086.00	68,300.00	70,588.00
2	63,480.00	65,607.00	68,300.00	70,076.00	72,423.00
3	65,130.00	67,313.00	70,588.00	71,898.00	74,306.00
4	66,823.00	69,063.00	72,953.00	73,767.00	76,238.00
5	68,560.00	70,859.00	75,397.00	75,685.00	78,220.00
6	70,343.00	72,701.00	77,923.00	77,653.00	80,254.00
7	72,172.00	74,591.00	77,090.00	79,672.00	82,341.00
8	74,048.00	76,530.00	79,094.00	81,743.00	84,482.00
9	75,973.00	78,520.00	81,150.00	83,868.00	86,679.00
10		80,562.00	83,261.00	86,049.00	88,933.00
11		82,657.00	85,426.00	88,286.00	91,245.00
12		84,806.00	87,647.00	90,581.00	93,617.00
13		87,011.00	89,926.00	92,936.00	96,051.00
14			92,264.00	95,352.00	98,548.00
15				97,831.00	101,110.00
16				100,375.00	103,739.00
17				102,985.00	106,436.00
18				105,663.00	109,203.00

Appendix C  
 Juneau Education Association  
 Salary Schedule ~~2022-2023~~ 2026 - 2027 School Year  
 185 Days

FY 27					
Step	B	B18	M/B36	M18/B54	M36/B72
1	\$67,439	\$69,699	\$72,034	\$74,447	\$76,941
2	\$69,193	\$71,512	\$74,447	\$76,383	\$78,941
3	\$70,992	\$73,371	\$76,941	\$78,369	\$80,994
4	\$72,837	\$75,279	\$79,519	\$80,406	\$83,099
5	\$74,730	\$77,236	\$82,183	\$82,497	\$85,260
6	\$76,674	\$79,244	\$84,936	\$84,642	\$87,477
7	\$78,667	\$81,304	\$84,028	\$86,842	\$89,752
8	\$80,712	\$83,418	\$86,212	\$89,100	\$92,085
9	\$82,811	\$85,587	\$88,454	\$91,416	\$94,480
10		\$87,813	\$90,754	\$93,793	\$96,937
11		\$90,096	\$93,114	\$96,232	\$99,457
12		\$92,439	\$95,535	\$98,733	\$102,043
13		\$94,842	\$98,019	\$101,300	\$104,696
14			\$100,568	\$103,934	\$107,417
15				\$106,636	\$110,210
16				\$109,409	\$113,076
17				\$112,254	\$116,015
18				\$115,173	\$119,031

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

<b>PAY RANGE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
HEAD/ADVISOR	\$450	\$550	\$800	\$1200	\$1700	\$2300	\$2800	\$3500	\$4100	\$5000
ASSISTANT	<b>1A</b>	<b>2A</b>	<b>3A</b>	<b>4A</b>	<b>5A</b>	<b>6A</b>	<b>7A</b>	<b>8A</b>	<b>9A</b>	<b>10A</b>
	\$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.

<b>COACH/ASSISTANT TITLE</b>	<b>HS</b>	<b>MS</b>	<b>COACH/ASSISTANT TITLE</b>	<b>HS</b>	<b>MS</b>
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 (2 Coaches at MS)		4	Soccer Girls Head Coach	9	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 (3 Assistant Coaches for HS)		
Dance/Drill Team Assistant Coach	9A		(2 Assistant Coaches for MS)	9A	
Football Head Coach	10		Volleyball Head Coach	10	
Football Assistant Coach	10A		(2 Coaches for MS)		5
Freshman Class Advisor (2 advisors)	3		Volleyball Assistant Coach	10A	5A
Hockey Head Coach	10		Volleyball Intramural Coach (2 Coaches for MS)		3
Hockey Assistant Coach	10A		Wrestling Head Coach	10	5
Honor Music Advisor Band	5		Wrestling Assistant Coach (2 Coaches for MS)	10A	
Honor Music Advisor Choir	5		Yearbook		5A
Intramurals (High School)	2				
Jazz Band		3			
Junior Class Advisor (2 advisors)	3				

**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 the 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 A through J ~~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.

**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.



## Appendix I

(The intent is to place the Grievance flow chart without changes titled Appendix I – The Association doesn't have an individual digital copy of the District's chart.)

# House Keeping:

Throughout the whole document, make these word changes consistent:

Pronouns to all read **they/their**

Employee or Teacher to **educator**

Streamline the formatting – spaces, fonts, and indents

After the completed TA is reached, the table of contents will be updated and completed