

**Salt Lake Transportation Association
Master Agreement
2018-19**

I. Compensation

- a. **Cost of Living Increase:** There will be a 2.54 % cost of living adjustment for the 2018-19 contract year.
- b. **Gross Step and Lane:** The district will fund steps and lanes for the 2018-19 fiscal year.
- c. **On-Going Stipend:** A 1% stipend for employees currently on top step of salary schedule to be paid in November
- d. Bi-Weekly payroll will change to a Semi-Monthly payroll beginning Fiscal Year 2004.

II. General Provisions

- a. Classified Employee Handbook
 - i. The 2002 version of the Classified Employee Handbook will continue to be in force for 2010-11.
- b. Computer Purchases
 - i. The district will provide employees with the opportunity to purchase a computer and computer related equipment at the district's purchasing price through payroll deduction from net pay. The employee will be responsible to pay the taxes on any such purchase.
- c. Voluntary Resignation or Retirement Early Notification Stipend
 - i. Contract classified employees with ten (10) consecutive years of service or more in the district are eligible to receive a \$200 early notification stipend upon providing Human Resources with 60 days or more written notice of the employee's voluntary departure from the district. A maximum of 25 employees per year are eligible to receive this stipend. If the district determines that the early notification stipend is beneficial to the district, the 25-employee cap will be re-evaluated and may be increased.

III. Retirement

- a. 401(k) Contribution
 - i. The District will make employee 401(k) contributions to the Utah Retirement Systems as required by law.

- b. URS Pension
 - i. The District will make employee contributions to URS Non-Contributory Retirement as required by law.
 - ii. Required Retirement Increase of 1.73% (beginning 2014-2015)
- c. Early Retirement
 - i. Due to the current discussions regarding age discrimination, it is agreed to not continue discussions about this issue. However, the Classified Presidents and District Representative(s) will meet every 90 days to review the status on this issue. The first meeting is scheduled to be held September 12, 2005.
- d. Upon retirement, the Personnel Office shall inform retirees of the benefits that they are entitled to under the provisions and policies of the Salt Lake City School District when appropriately contacted.
- e. Sick Leave Payout at Retirement (See Sick Leave section)

IV. Staffing and Vacancies

- a. It is proposed that the Board continue the procedure of publishing vacancies that occur within the ranks of classified employees of the Board of Education to provide that they may apply for transfer to the vacant positions. When considering transfers for vacancies or promotions, those presently in the Board's employ should be given preferential consideration with regard to the employee's skills, the needs of the school district, and finally, to seniority.
- b. Any employee may request reassignment or promotion to any position in the district at any time. The request must be made in writing and submitted to the Personnel Office. The request form allows the employee to specify the nature of the assignment for which he/she is applying including departments, job classification, promotion, operation and effective date of the assignment.
- c. When classified vacancies occur, they shall be published in the district newsletter provided the district has received thirty days written notice. Where no such notice has been given, and the time and the nature of the vacancy allows, the district may advertise vacancies. In cases where advertising a vacancy is not feasible (sic), the Personnel Office will advise the appropriate Association Officer of the vacancy.
- d. When vacancies occur, reassignment or promotion is made on the basis of the employee's qualifications, job performance and the needs of the district. In cases where two or more employees request to be assigned to the same vacancy and qualification and job performance are determined to be substantially equal, seniority will control.

- e. As part of the process for determining which employees will be reassigned or promoted, each classified employee department will periodically conduct interviews to assess employees' applications. The interviews are conducted by a shared governance committee.
- f. The Superintendent may effect(sic) a transfer of any employee. Such transfers will be made in consultation with appropriate Association officers.
 - i. This agreement does not supersede any existing policy relating to job-bidding procedures.

V. Execution/Signatures

District Representatives & Date

Association Representatives & Date

APPENDIX

**Salt Lake City School District
Classified Employee
Grievance Form**

Directions: Supervisors in the employee's chain of command may use this form as the employee's grievance progresses to capture and keep all pertinent information together and to ensure timelines are met.

Employee filing grievance: _____

Date Employee became aware of the issue _____

Immediate Supervisor: _____

Representative(s): _____

➤ **Informal Discussion of the Matter**

Informal Discussion with Immediate Supervisor must occur within ten (10) working days after the employee became aware of the act or condition upon which the matter is based.

- Policy or negotiated provision at issue:

- Facts, including how the policy or negotiated provision was not followed, was misinterpreted or was misapplied:

- Resolution sought by employee:

Signature of Supervisor

Date of Meeting

Signature of Employee

Date of Meeting

Summary of Supervisor Verbal Response:

Date of Response: _____ (due within five (5) working days after the discussion with the employee)

Was matter resolved? YES NO

➤ **Grievance Step 1** Supervisor _____ Date Grievance Received: _____

Submitted Written Grievance to Immediate Supervisor within ten (10) working days of receiving the answer from the informal discussion of the matter:

Attach employee's written grievance.

Attach written response from Step 1 Supervisor (due within ten (10) working days after receiving the written grievance)

Date of Supervisor Response

Was Grievance resolved? YES NO

➤ **Grievance Step 2** Director/Principal _____ Date Appeal Rec'd: _____

Submitted Written Grievance to department Director or Principal within five (5) working days of receiving the answer in Step 1. If the Director/Principal acted as the immediate supervisor in Step 1, the grievance shall be appealed to that supervisor's supervisor for Step 2.

Is Employee's written grievance from Step 1 attached?

Is Supervisor's written decision from Step 1 attached?

Attach written response from Step 2 Director or Principal (due within ten (10) working days of receiving notice of the employee's appeal).

Date of Director/Principal Response

Was Grievance resolved? YES NO

➤ **Grievance Step 3**

Date Appeal Received: _____

Submitted appeal of Written Grievance to the Superintendent within five (5) working days after receiving the Step 2 response.

Written determination by the Superintendent or designee is due within twenty (20) working days after receiving written appeal.

Date of Determination: _____

**Remediation Plan Template
Classified Employee**

Employee on Remediation: _____ Date of 1st Meeting: _____

Supervisor: _____

Other Team Members: _____

Has this employee been through remediation before? YES NO

Performance Issue #1: _____

Performance Standard: _____

Team Assistance/Ideas/Suggestions:

Date of Follow-Up Meeting #1: _____ (after 15 working days from start of remediation period)

Meeting Notes:

Date of Follow-Up Meeting #2: _____ (after 30 working days from start of remediation period)

Meeting Notes:

Performance Issue #2: _____

Performance Standard: _____

Team Assistance/Ideas/Suggestions:

Date of Follow-Up Meeting #1: _____ (after 15 working days from start of remediation period)

Meeting Notes:

Date of Follow-Up Meeting #2: _____ (after 30 working days from start of remediation period)

Meeting Notes:

Remediation Team Evaluation Report

Employee on Remediation: _____ Report Date: _____

Supervisor: _____

Other Team Members: _____

The employee was/was not successful.

Rationale:

Team Recommendation (May include any recommended changes to assignment):