



Dear Executive Professional Colleagues:

Hello and welcome to another exciting school year!

As you know, our primary focus is student achievement. As executive and professional staff, you play a critical role in supporting that focus. I, therefore, appreciate your understanding of the importance of getting resources and services as close to the students as possible so that learning is maximized.

There are so many ways that you serve the schools, I can't begin to list them all. But, I sincerely want to thank you for taking care of the number of issues that you do, thereby allowing the district to provide the best possible education for our students. You truly are key to achieving our mission, which follows:

The Colorado Springs School District No. 11 community will ensure:

- Continuous Improvement of Student Achievement,
- A Safe and Secure Environment,
- A High Performing Workforce, and
- Effective and Efficient use of Resources.

While we will likely face many challenges together this year, your positive efforts will be and have been invaluable in helping to produce the next generation of successful young people. I, therefore, look forward with great anticipation to the honor of working with you to serve a school district that has all the potential for becoming one of the best school districts in the state and nation. So, let me thank you again for all you have already done- and for all you will do- to help us get there.

With much professional admiration,



Sharon A. Thomas, Ph.D.

Colorado Springs School District 11

Executive/Professional Handbook

Preface

The Executive/Professional Handbook is a collection of materials describing matters discussed between the Meet and Confer Team and the Superintendent or his/her designee, some of which have been approved by the Board of Education. While the District strives to obtain input from the Meet and Confer Team regarding major policy decisions that may affect administrators, the Executive/Professional Handbook is not intended to, and does not create, any express or implied contract or property right to impose any obligation upon the District in addition to or apart from those rights and obligations, if any, expressly established by statute. Nothing in this handbook shall restrict or constrain the District, the Superintendent, and the Board from taking any action authorized by statute.

Introduction

The Handbook was initiated as part of the 1994 Meet and Confer Agreement. The original language identifying the contents and change process is shown in the next paragraph.

“A task force of Executive/Professional employees may draft an administrative handbook by January 31, 1995. The final version of this handbook will be subject to review by the parties to this Meet and Confer process. Areas to be covered in this handbook will include, but are not limited to: Benefits; Communications with the Board of Education; Complaints Against Administrators; District Culture; District Structure; Due Process; Evaluation; Training for Administrators; Job Duties; Responsibilities and Authority; Meet and Confer; Other Duties as Assigned; Reclassification; Representation at Superintendent Staff Level; Support Groups; Systems Analysis and Transfers.” (From Meet and Confer Agreement, 1994)

The Handbook for Executive/Professional Employees is a reference manual, which will be updated as procedures change. All Executive and Professional employees are encouraged to use the handbook and to recommend items that should be included and/or updated.

Colorado Springs School District 11

Executive/Professional Handbook

CONTENTS

2005-2006 Executive/Professional Meet and Confer Agreement

| | |
|--|----|
| 1. Executive/Professional Salaries..... | 1 |
| 2. Worker's Compensation..... | 3 |
| 3. Employee Insurance Benefits..... | 4 |
| 4. Personal Property Damage Replacement | 5 |
| 5. Personal Liability Protection | 5 |
| 6. Administrative Calendar | 5 |
| 7. Vacation for Budget Calendar Employees..... | 6 |
| 8. Professional Development Fund..... | 6 |
| 9. Reclassification | 7 |
| 10. District Insurance Committee..... | 8 |
| 11. District Committee Representation | 8 |
| 12. Committee Sunset Provision | 9 |
| 13. Sick Leave Reimbursement..... | 9 |
| 14. Separation/Retirement..... | 10 |
| 15. Extra Activity Stipends..... | 11 |
| 16. Grievance Guidelines | 11 |
| 17. Leave Provisions | 15 |
| 18. Rehiring by District..... | 15 |

Executive/Professional Salary Schedule

| | |
|---|----|
| 1. Executive/Professional Salary Schedule 2005-2006 | 16 |
|---|----|

Other Information

| | |
|---|----|
| 1. Meet and Confer Team..... | 19 |
| 2. Complaints Regarding an Executive/Professional | 19 |
| 3. Board Policy and Regulation References | 21 |
| 4. Transition Employment..... | 22 |
| 5. Professional Development Fund Guideline..... | 24 |
| 6. Executive/Professional Meet and Confer Resolution..... | 25 |

CSASE and CSPA Organization

| | |
|--|----|
| 1. Purpose, Mission, and Guiding Principles..... | 33 |
| 2. CSASE Bylaws..... | 34 |
| 3. CSASE Board of Directors..... | 38 |
| 4. CSPA Constitution | 39 |
| 5. CSPA Contacts..... | 43 |

**Colorado Springs School District 11
2005-2006 Executive/Professional
Meet and Confer Agreement**

ARTICLE 1. EXECUTIVE/PROFESSIONAL SALARIES

All Executive/Professional employees will be divided into two groups for salary consideration: those who work a Budget Calendar and those who work a School Calendar.

- A. All salaries will be figured using the "Executive/Professional Salary Schedule Chart" as included in this handbook.
- B. The Budget Calendar Employees ("Budget Calendar Employees") work 226 days. These exclude the allowed twelve District Holidays and the twenty-two vacation days as described in a later Article of this document. This makes a total of 260 days.

The School Calendar Employees ("School Calendar Employees") work 226 days except as noted in section "C" below. Based on the present school calendar, they work 182 school calendar days plus fifteen office days. In addition they work twenty-nine additional days on a flexible schedule as determined by their direct supervisor. This makes a total of 226 calendar workdays.

Both groups, except as noted in "C" below, have a work year from July 1 to June 30 each year.

- C. Some Executive/Professional employees work less than 226 days as noted below:
- Elementary Principals--210
 - All Assistant Principals--207
 - Student Personnel Coordinators--197
 - Instructional Supervisors--207
 - Others as determined by Personnel Action--varies

All those in this category have a work year from August 1 to July 31 each year. These employees work the 182 days on the school calendar and in addition they work the required number of flexible days to make their designated total as determined by their direct supervisor.

- D. In the event of special programs and projects that require substantial hours above and beyond the normal work schedule, the employee and the supervisor may adjust the work schedule to accommodate the program or project in order to keep the hours worked by the employee within an acceptable level. Employees or supervisors may contact the Division Head of Human Resources to help facilitate this change.
- E. The current employee salary ranges have been determined based in part on a prior market analysis and were previously agreed upon by the Executive/Professional group and the District administration. Said ranges are subject to a Superintendent recommendation regarding increase in salary ranges.
- F. The Executive/Professional employee salary ranges and salaries will be adjusted based on an up-to-date market analysis and/or a cost of living adjustment. A market analysis must be conducted at least every eighteen (18) to twenty-four (24) months. Any new market analysis will be by category/position and must include at least three comparable positions for each category. For

those positions, which are unique to the District or have fewer than three comparable positions, comparable positions in the business sector will be used. Comparability will be based on the duties of the position, not simply job titles. In years in which no market analysis occurs, the Meet and Confer process will deal with salary adjustments.

- G. Salary ranges of each salary category shall be divided into four increments that shall constitute four salary range levels:

| | |
|---------|--------------------------------|
| Level 1 | Minimum + 30% of Salary Range |
| Level 2 | Minimum + 60% of Salary Range |
| Level 3 | Minimum + 90% of Salary Range |
| Level 4 | Minimum + 100% of Salary Range |

- H. Executive/Professional employees shall be assigned to salary range levels based on the following formula:

| <u>Years in Current Position/Category</u> | <u>Salary Range Placement</u> |
|---|-------------------------------|
| 0-3 | Window 1 |
| 4-7 | Window 2 |
| 8 or more | Window 3 |

For purposes of the assignment, the number of years in the current position or category shall mean the number of current consecutive years that the employee has served in the current coded job classification within the Executive/Professional group as set forth in the then applicable market analysis. For each budget year, the number of years in the current position or category shall be determined as of July 1 or August 1 (based on the work year of the employee). An employee will be eligible for a salary range level change who has been in his/her position and is within six (6) months of being eligible to move to the new salary range level placement, i.e., for the 2005-06 school year:

Executive/Professionals with 226 or more contract days . . .

Can move to salary range level 2 if the employee's actual start date in his/her current position prior to 12-31-02.

Can move to salary range level 3 if the employee's actual start date in his/her current position prior to 12-31-98.

Executive/Professionals with less than 226 contract days ...

Can move to salary range level 2 if the employee's actual start date in his/her current position prior to 1-31-03.

Can move to salary range level 3 if the employee's actual start date in his/her current position prior to 1-31-99.

- I. Upon appointment to a position an individual will be placed at the appropriate salary level as described above. At the time of employment, the Division Head of Human Resources will provide a rationale to the individual for the level at which he or she is placed. Notwithstanding the foregoing, for purposes of determining an employee's minimum salary, a special exception

shall be made in the case of an employee who moves to a new position in a higher category if the employee's salary would be reduced by placement at the minimum level for the new position or if otherwise recommended by the Superintendent. When circumstances dictate such Superintendent's recommendation, a new market analysis of that compensation group should be conducted within 90 days. Under this special exception, the employee's salary in the new position will initially equal 102% of the employee's salary immediately prior to the change to the new position. The employee's salary shall remain at this amount until appropriate salary window in the new position permits an increase in salary.

J. Salary

When an Executive/Professional applies for a position other than the one they currently possess or when an employee is selected to move to a new position and that position is a different job classification, the employee shall not be required to lose their window placement if the following conditions apply:

A side-by-side comparison of the current description held by the employee and the new job description will be conducted. If through this review it is determined that at least 75% of the job functions are similar, the employee will retain their current window placement and years of experience in the window.

K. Salary Increase

For the 2005-06 budget year, salaries for all Executive/Professional employees shall be adjusted by:

- (1) Moving each eligible individual to the appropriate window using the ranges as noted in subparagraph (G) above, and,
- (2) Adjusting each individual salary by .3%.

Human Resources will then adjust the minimum and maximum ranges appropriately.

ARTICLE 2. WORKER'S COMPENSATION

The following Article provides a summary of certain benefits and insurance coverage offered by District 11 to its employees. This is a summary only, and employees are encouraged to review the more detailed plan descriptions, copies of which may be obtained from Employee Benefits or Risk Management, respectively. In the event of a conflict between the detailed plan descriptions and applicable statutes, and the language in this Handbook, the detailed plan descriptions and statutes will govern. The District reserves the right to modify, supplement, or withdraw its benefit plans and insurance coverage, in its discretion, without advance notice to employees or amendment of this Handbook.

Any employee who maintains that he or she is unable to perform their regular or modified duties as a result of personal injury or illness incurred in the scope and course of their employment with the District shall be deemed to be on injury leave only in those cases in which a report of injury form has been properly and timely filed with Risk Management and the employee has received and provided to the District written verification from the District's designated medical provider confirming the fact that the employee is unable to return to any work.

Except as provided herein, employees on such injury leave shall be entitled to receive only their statutory benefits provided under the Workers' Compensation Act of Colorado (the "Act"). Further information is available in the Risk Management Office.

The employee has the right to obtain a second opinion at his/her own expense. In the event that the employee has obtained a second opinion that is contrary to the District's designated medical provider's opinion, a third opinion, at the employee's expense, by a mutually agreed upon physician may be obtained as per the Colorado Workers' Compensation Act.

Unless a lesser amount of time is provided for by the Act, employees who are injured on the job must provide written notice of the injury to Risk Management within four (4) working days after the accident or benefits may be denied one day for each day it is late. Workers' Compensation disability benefits may be reduced where an injury results from the willful failure of an employee to use safety devices provided by the employer for the safety of the employee, the use of alcohol or a controlled substance, or as otherwise provided for by law.

The District recognizes the possibility that the payment of the maximum weekly benefit under the Colorado Workers' Compensation Law may be less than two-thirds (2/3) of their weekly pre-injury wage; therefore, if within ninety (90) days from the injury date, there has been no determination of PTD (Permanent Total Disability) or PPD (Permanent Partial Disability), then the eligible employee will receive the supplemental benefits as provided below. The District will supplement the maximum weekly wage indemnity benefit provided by the Colorado Workers' Compensation Law from the date of the injury with a supplemental payment in an amount equal to the difference between the maximum weekly wage indemnity benefit and two-thirds (2/3) of the employee's weekly pre-injury wage from the District. No supplementary benefit will be paid based on earnings from sources other than the District and such supplementary benefit shall cease after ninety (90) calendar days from the date of the injury as more fully described in the following.

ARTICLE 3. EMPLOYEE INSURANCE BENEFITS

A. Health Insurance

The District shall offer health insurance that provides one exclusive provider organization (EPO). The District shall pay seventy-five (75%) of the EPO premium. The District's portion of the premium will be prorated for part-time Executive/Professional employees. Employees will not be required to carry health insurance through the District.

B. Long-Term Disability

The District shall provide long-term disability coverage for its employees. Each employee will be required to participate in the coverage and, except as provided herein, the premium for such coverage shall be borne one hundred percent (100%) by the employee provided that the coverage has no less than a ninety (90) day waiting period (and such other limitations as the policy may identify) and provides benefits of not more than sixty percent (60%) of salary. The District will pay one hundred percent (100%) of the premium in excess of twenty-six cents (\$.26) per one hundred dollars (\$100) of salary per month.

C. IRS Section 125 Plan

The District is enrolled in an Internal Revenue Service, Section 125 (cafeteria plan) program that allows employees to pay for insurance premiums, medical expenses and dependent care expenses on a pre-tax basis. All members will be automatically enrolled in the cafeteria plan for insurance premiums, which are not covered by the District. Employees who do not desire to participate in the insurance premium pre-tax portion of the cafeteria plan may elect to withdraw from the cafeteria plan by filing the appropriate form with the District's Payroll Department by November 15 of each year. All employees will receive a written notification in the fall of the school year

informing them of their option to withdraw and reminding those who are considering retirement in the next school year that their compensation for PERA will be improved if they, in fact, withdraw. This program is explained in greater detail by Employee Benefits.

ARTICLE 4. PERSONAL PROPERTY DAMAGE REPLACEMENT

The District will reimburse each Executive/Professional employee for damages to his/her personal property that occurred on school or District property. In addition, the District may reimburse the employee for damage to his/her personal property that occurred off school and District property in the event the employee substantiates, to the District's satisfaction, that the employee was acting within the course and scope of his or her employment, and that the employee's property was specifically targeted because of his/her status as a District employee. This reimbursement shall include damage to the Executive/Professional's vehicle and any items attached to such vehicle resulting from vandalism or theft. The reimbursement is limited to a maximum of \$500 per incident and normally limited to \$1,000 per year for those actual damages not covered by insurance or otherwise reimbursed or recouped. To be eligible for reimbursement, the Executive/Professional employee must: (a) file a police report regarding the incident; (b) provide evidence of actual damages incurred; and (c) notify his/her immediate supervisor immediately upon discovery but in no event more than two (2) business days after the incident.

ARTICLE 5. PERSONAL LIABILITY PROTECTION

The District carries liability insurance for its employees, under both its self-insured general liability program, and its errors and omissions professional liability policy. Under the District's general liability program, the limits of insurance are \$150,000 for an injury to a single person in any single occurrence and \$600,000 for an injury to two or more persons in any single occurrence.

The District's errors and omissions professional liability coverage limits are \$2,000,000 per single claim or \$2,000,000 in the aggregate. This insurance generally covers claims asserted against employees for a wrongful act or arising out of an act or omission allegedly committed by an employee, where the employee was performing his/her duties within the course and scope of his/her employment with the District.

Employees may not be eligible for either coverage if a determination is made that the employee's conduct was willful and wanton, if the employee settles or compromises a claim without the District's consent, or as otherwise provided by law. Employees will be subject to other limitations provided in the District's policies and/or as otherwise provided by law. Employees having questions, or who believe a claim should or may be asserted under one of the District's policies, should report to Risk Management.

ARTICLE 6. ADMINISTRATIVE CALENDAR

Executive/Professional employees will be divided into two groups for calendar purposes: The Budget Calendar Employees will include those who receive a designated vacation. The School Calendar Employees will include those who work 226 days or less and do not receive a designated vacation, but, instead, have a comparable number of days off based on the school calendar.

- A. All schools and administrative offices will be open at least ten (10) workdays before the first day that teachers report to work.
- B. All schools and administrative offices will remain open at least five (5) workdays after the last day that teachers report to work.

- C. Building administrators shall be required to keep an individual record of days worked beyond the school calendar that shall be made available to the Executive Directors of School Management upon request.
- D. The School Calendar Employees other than building administrators will develop their work schedule with their direct supervisor.

ARTICLE 7. VACATION FOR BUDGET CALANDAR EMPLOYEES

- A. The full complement of vacation days/hours will be posted for use on the first day of the new work year in which an Executive/Professional employee attains Budget Calendar status. Upon separation from the District, days/hours used for vacation beyond those earned up to the separation date shall be reimbursed to the District by the Executive/Professional employee. For this purpose, vacation days are earned at 14.67 hours per month or 1.83 days per month. For Budget Calendar Employees who do not begin employment on July 1, vacation days will be prorated.
- B. Vacation may be taken at times approved by the employee's supervisor. It is understood that only extreme emergency situations will prevent the granting of an employee's vacation request between July 1 and July 31 of each year.
- C. Employees are allowed to carry over 40 hours of vacation time from year to year. Notification for this should be submitted to your immediate supervisor. An additional 40 hours can be carried over in extreme and unusual circumstances with the approval of the employee's immediate supervisor and with the approval of the Superintendent or his designee. Vacation hours in excess of that described above or covered in "d" below, will be forfeited as of June 30 of each year.
- D. If a Budget Calendar Employee is unable to use previously approved vacation due to circumstances imposed by the District that are beyond the employee's control, the employee may submit this time for full per diem reimbursement. This does not include the hours, which the employee is allowed to carry over from year to year. The amount of this reimbursement must be authorized by the Superintendent or his designee and is subject to the availability of funds.
- E. Upon termination of employment, Executive/Professional employees shall be paid at full per diem for unused and accrued vacation hours.
- F. For purposes of computing any accrued vacation or unused sick leave, the per diem wage rate of a Budget Calendar Employee shall be determined by taking the employee's annual base salary and dividing by 226. For employees working 226 days or less, any per diem payment will be based on the employee's annual salary divided by the number of days the employee is contracted to work.

ARTICLE 8. PROFESSIONAL DEVELOPMENT FUND

All Executive/Professional employees shall receive \$600 annually toward a Professional Development Fund. Effective July 1, 2005, the employee may not have an accumulation of more than \$3,000 in this fund as of June 30 of each budget year. This fund is to be used for job-related expenses incurred for professional growth activities. These expenses may be tied to an employee's professional growth plan by mutual consent of the employee and the supervisor. Proof of expenditures must be submitted. Unused funds will be forfeited if not expended by the last day of employment.

Amounts paid or reimbursed from the Professional Development Fund will be treated as taxable income subject to withholding, unless the tax requirements of an "accountable reimbursement plan" are met with respect to such reimbursements. The requirements of an accountable expense reimbursement plan include

- i. a demonstration by the employee that the expenses are reasonably related to the employee's job and,
- ii. the expense would be deductible by the employee as an employee business expense for tax purposes and,
- iii. information regarding the time, place and business purpose of the expense is provided to the District.

The purchase of any professional development equipment (i.e., home computers and peripheral equipment) does not meet the above requirements for avoiding treatment as taxable income, hence, any reimbursement or payment thereof will be subject to income tax withholding and inclusion in the employee's W-2 as taxable income.

Although the total amount of \$600 is credited to the employee's PDF account on July 1, the employee earns the amount on a monthly basis. For example, an employee who terminates in December will have earned 6/12, \$300, of the annual allotment. And a new employee who starts work in August will receive 11/12, \$550, of the annual allotment. In the event an employee terminates or takes a leave of absence and their PDF balance is in a negative position, the amount overpaid will be deducted from the employee's final paycheck or they will receive a billing from the accounts payable department if the final paycheck has already been issued.

- A. For FY05/06 only, in addition to the \$600 credited annually to individuals' PDF accounts, an amount of \$59,649, distributed evenly between all eligible employees on the payroll as of July 1, 2005. These funds will not be prorated in the event the employee terminates with the District prior to July 1, 2006.

ARTICLE 9. RECLASSIFICATION

A. Job Reclassification Committee

The Job Evaluation Committee for the Executive/Professional employee group shall consist of six members. Membership will include: two individuals chosen from division of Instruction, one school based and one non-school based; two individuals from the Division of Business Services, and two individuals chosen from the Division of Technology.

- i. The Executive/Professional organization will recommend to the Division Head of Human Resources the names of individuals to serve on the Job Evaluation Committee. These names are subject to the approval of the Superintendent.
- ii. Membership on the Job Evaluation Committee will last for three years with two members being replaced each year. Initial nominees may be appointed for a one or two year term to facilitate this rotation.
- iii. The Director of Compensation will chair the committee and will provide training for the committee members as to their responsibilities and duties.

- iv. The Committee will meet and adopt such rules and procedures as are required to successfully carry out their job evaluation responsibilities. Such rules might include but would not be limited to: frequency of meetings, rules of procedure, requirement for submission of a job for evaluation, consideration of market factors and data, and criteria to determine a job classification in the absence of market data.

The Committee's responsibility shall be limited to considering and making recommendations regarding routine employee reclassification requests that have been initiated by individual employees through their supervisors. The Committee's charge does not include consideration of reclassification issues that lie within the authority of the Board of Education including, but not limited to, such issues as major administrative restructuring projects, restructuring of positions negotiated directly with the Board, restructuring of positions pursuant to independent management studies, and emergency classifications requiring expedient action.

B. Reclassification Timeline

Compensation changes created by reclassification requests/adjustments may be made if properly approved and supported by budget resources. Such adjustments shall not be retroactive if a decision is rendered and implemented within sixty (60) workdays. If adjustments are not rendered within sixty (60) workdays, the adjustment shall be made as of the later of the 60th workday after the request. An official written response will be made within ninety (90) days following the submission of all paperwork by the Executive/Professional employee.

The Division Head, Human Resources, will provide the presidents of CSASE and CSPA with a monthly, written summary of reclassification requests/adjustments made on behalf of existing Executive/Professional employees and/or employees who become Executive/Professionals by virtue of a reclassification action.

ARTICLE 10. DISTRICT INSURANCE COMMITTEE

The District's Insurance Committee of thirteen (13) members shall be comprised in a manner to reflect the views and interest of all groups of employees and shall include three (3) Executive/Professional employees recommended jointly by the Presidents of the Colorado Springs Association of School Executives (CSASE) and the Colorado Springs Principals' Association (CSPA), subject to Superintendent approval. The term of membership shall be for a minimum of three (3) school years, to begin July 1, and each term shall be staggered so as to ensure continuity of representation. The committee shall review existing insurance coverages and shall consider how to contain escalating costs as specified in an annual charge by the Board of Education (Board). The chairperson of the committee shall serve ex-officio and be appointed by the Superintendent in collaboration with CSASE and CSPA. The committee will give its findings, recommendations, and rationale to the Superintendent. The Superintendent will transmit the report and any other recommendations to the Board for consideration. The recommendations of the Insurance Committee are advisory only.

ARTICLE 11. DISTRICT COMMITTEE REPRESENTATION

Unless mutually agreed otherwise, District committees, task forces, or other groups dealing with employee financial and/or working conditions shall consist of Executive/Professional employees at least equal to the representation of any other employee group involved, unless the committee is structured in such a way that prevents voting dominance of any individual employee group. In the latter case, the amount of representation shall be mutually agreed upon by the Superintendent and the CSASE and CSPA Presidents. The chair of such committees shall be appointed by the presidents of all involved employee groups in collaboration with the Superintendent. Membership of committees directly advising the Board of Education shall be subject to Board of Education approval.

ARTICLE 12. COMMITTEE SUNSET PROVISION

Each task force, committee or subcommittee, which is not a standing committee, will have a sunset provision contained in its original charge. Unless otherwise designated, this provision will require the disbanding of each such group by the end of each fiscal year. Procedures to justify the retention of a group will be developed by the District.

ARTICLE 13. SICK LEAVE REIMBURSEMENT

- A. Effective July 1, 2005, the eight (8) most senior Executive/Professional employees who retire from employment with the District in each school year and who are eligible for service or reduced service retirement benefits under the Public Employees Retirement Act shall be reimbursed for accumulated unused sick leave according to legally available options.

A non-binding letter of intent of such retirement shall be received in the Division of Human Resources by 5:00 p.m. on the Tuesday following Thanksgiving, prior to retirement.

To be considered eligible for Sick Leave Retirement buyout, "eligible employee" shall mean an employee who has completed 5 years of full-time¹, continuous (without a break in service²) service in the Executive/Professional employee group by June 30 of the year the application for Sick Leave Retirement buyout is submitted.

Eligible employees will be rank-ordered according to their number of total years of full-time continuous employment in the District, with the employee who has the most years of full-time, continuous employment at the top of the list and the remaining employees in descending order. This rank ordering will constitute a seniority list within the Executive/Professional category of employees. Military service, District defined and approved maternity, and family medical leave (FMLA) shall not constitute a break in service. Employees on leave of absence will not accrue seniority/time in service during the time of the leave, unless otherwise required by law. The length of time on leave will be deducted from the hire date to determine seniority for benefits to be received under the sick leave reimbursement plan. Eligible Executive/Professional employees, who share common District anniversary dates, and who apply for sick leave reimbursement, shall have their qualification for buyout determined by their seniority within the Executive/Professional employee category.

The sick leave reimbursement shall be computed by multiplying the number of days of unused sick leave by seventy-five percent (75%) of the per diem rate.

¹ *Half-time employees (that is, employees who worked half of a contract year or less, in any configuration) will accrue seniority for this purpose by counting each year of completed continuous half-time service as .5 (that is, one-half of a year of service) for purposes of computing seniority and determining ranking on the seniority list. Employees who complete more than half of a contract year will be considered full-time, unless otherwise designated, and will receive 1.0 seniority credit for that year.*

² *If the District initiates the change (e.g., an employee's position is eliminated and the employee separates from the District or is placed in a position outside the Executive/Professional group), the change will not be considered a break in service if the employee returns to the Executive/Professional group within 24 months from the employee's last day of employment in the Executive/Professional employee group. Years outside the Executive/Professional group will not count toward the 5-year eligibility.*

For purposes of computing any accrued vacation or unused sick leave the per diem wage rate of a Budget Calendar Employee shall be determined by taking the annual base salary and dividing by 226. For employees working 226 days or less, any per diem payment will be based on the annual salary divided by the number of days they are contracted to work.

The Division Head of Human Resources may waive eligibility criteria for participation in post employment benefits in unusual circumstances when such waiver is in the best interest of the employee and the District. Additionally, Executive/Professional employees meeting the eligibility requirements for participation in the benefits described in this Article and in Article 14 of this Handbook, who retire for bona fide medical reasons prior to the first business day of the new fiscal year shall be eligible hereunder regardless of the notice provisions on this Article and Article 14. Exceptions may only be granted if funds are available and there is no negative impact on employees eligible under the criteria for participation in that given year. Employees qualifying as special circumstances shall not impact the participation the following year.

Unused sick leave and paid leave shall revert back to sick leave for the Executive/Professional employees; this does not apply to vacation time. Any other non-salary compensation or benefits outstanding as of June 30 of each year shall be paid within thirty (30) days, subject to appropriation by the Board. At the end of each fiscal year, money accrued for sick leave reimbursement, which is not expended on retiring employees shall be carried forward to fund sick leave reimbursement for the following fiscal year.

ARTICLE 14. SEPARATION/RETIREMENT

- A. Less than twelve month employees (retirement for Executive/Professional employees at the end of an employment year):
- i. The last day worked shall be defined as the last designated duty day, which shall be equated with PERA's definition as the last actual physical day on the job. It shall be determined by the number of work days in each Executive/Professional employee's job classification.
 - ii. All pay, accruals and other retirement compensation, as agreed upon, shall be paid by the last day of the month following the Executive/Professional employee's last duty day, but in any event within 30 calendar days.
 - iii. For District 11 separation and retirement purposes, the last day of duty shall be July 1, unless the retiring employee and the District mutually agree, in writing, to another date. Workers' compensation, liability and property insurances will be maintained through 4:30 p.m. on June 30. All other employee benefit insurance coverages will be provided through the end of July.
 - iv. A retiring employee whose retirement is approved, pursuant to the provisions of Article 13, in the Executive/Professional Handbook, by the Board each year is eligible for 24 months of 75% District contribution towards health insurance for a single regularly employed employee, which 24 month period shall begin August 1 or the first day of the month following the period for which such contribution otherwise would have ended. The employee's intent to retire and the employee's health insurance continuation selection shall be binding forty-five (45) days after Board of Education approval of their eligibility for the retirement program, except that any such employee shall have seven (7) days thereafter to rescind his/her election to retire. Following the expiration of this seven (7) day revocation period, the employee's decision to retire and the employee's health

insurance continuation selection shall be binding on the employee. The employees will have the option to purchase the District's group health insurance for his/her family and will assume all additional premium costs beyond that provided for above. After July 31, 1996, the contribution shall be the EPO single rate.

- B. Twelve month employees (separation at any time and retirement for employees during an employment year):
- i. The last day worked shall be defined as the last designated duty day, which shall be equated with PERA's definition as the last actual physical day on the job.
 - ii. The Executive/Professional employee will receive all pay, accruals and other compensation by the last day of the month in which the Executive/Professional employee separates/retires, or within 30 calendar days of the last day worked.
 - iii. A retiring employee whose retirement is approved, pursuant to the provisions of Article 13, in the Executive Professional Handbook, by the Board each year is eligible for 24 months of 75% District contribution towards health insurance for a single regularly employed employee, which 24 month period shall begin July 1 or the first day of the month following the period for which such contribution otherwise would have ended. The employee's intent to retire and the employee's health insurance continuation selection shall be binding after forty-five (45) days after Board of Education approval of their eligibility for the retirement program, except that any such employee shall have seven (7) days thereafter to rescind his/her election to retire. Following the expiration of this seven (7) day revocation period, the employee's decision to retire and the employee's health insurance continuation selection shall be binding on the employee.

ARTICLE 15. EXTRA ACTIVITY STIPENDS

Effective June 30, 1996, the Superintendent may authorize stipend payments not to exceed \$3,000 per employee, per area of contribution, per year and not to exceed an aggregate amount of \$50,000 in any one fiscal year for significant extra activities and/or District-wide projects requiring a significant amount of weekend or evening work.

ARTICLE 16. GRIEVANCE GUIDELINES

A. Scope

These grievance guidelines are intended to provide a mechanism by which the Executive/Professional employees may express grievances they have in connection with their employment with the District. Matters that may be raised through these guidelines must be unequivocally linked to the language of the Handbook for Executive/Professional Employees (the "Handbook"). Specifically, the grievance must allege that one or more provisions of the Handbook has not been applied to the Executive/Professional employee or has been applied to him/her incorrectly. These guidelines are not intended to supersede any procedures adopted by the Board of Education for handling reports of harassment or discrimination.

B. Basic Assumptions

Appropriate written documentation shall accompany all grievances. Such documentation shall include, but is not limited to, a letter from the Executive/Professional employee containing the following information:

- i. A specific reference to the Article of the Handbook, which the Executive/Professional employee believes has not been applied to him/her or has not been applied to him/her correctly.
- ii. A statement as to why the Executive/Professional employee believes that the identified Article of the Handbook has not been applied to him/her or has been applied to him/her incorrectly.
- iii. A statement as to how the Executive/Professional employee believes the grievance should be resolved.
- iv. Such documentation shall also include, but is not limited to, a copy of any written decision issued in connection with the grievance and a statement of the reasons the Executive/Professional employee is not satisfied with that decision.
- v. A grievance may be withdrawn at any level.
- vi. If the grievance affects more than one employee in one department, the processing of such grievance may commence at Level II.

C. Procedures

- i. Informal Resolution. An Executive/Professional employee with a grievance should first discuss the grievance with his/her immediate supervisor. The employee with the grievance may ask to have a CSPA or CSASE representative present during such discussion.
- ii. Level I. If the Executive/Professional employee is not satisfied with the outcome of the informal resolution process, he/she may request a Level I review within 30 business days of the informal resolution process. The Executive/Professional employee initiates a Level I review by submitting a letter to his/her immediate supervisor containing the information specified in paragraph (b)(1) of this Article. A copy of the letter must also be provided to the Division Head of Human Resources and the President of CSPA and/or CSASE. Upon receipt of the letter, the immediate supervisor will seek to investigate the grievance and to meet with the Executive/Professional employee within 10 business days, and to issue a written decision within 5 business days thereafter.
- iii. Level II. If the Executive/Professional employee is not satisfied with the decision rendered after the Level I review, the Executive/Professional employee may request a Level II review not more than 5 business days after the Level I decision is rendered. The Executive/Professional employee initiates a Level II review by submitting the documents specified in paragraph (b)(1) of this Article to the Division Head of Human Resources or designee. The Division Head of Human Resources or designee, the appropriate director and/or division head, and a representative from CSPA and/or CSASE will seek to investigate the grievance and to meet with the Executive/Professional employee within 10 business days, and to issue a written decision within 5 business days thereafter.
- iv. Level III. If the Executive/Professional employee is not satisfied with the decision rendered after the Level II review, the employee may request a Level III review not more than 5 business days after the Level II decision was rendered. The Executive/Professional employee initiates a Level III review by submitting the documentation specified in paragraph (b)(1) of this Article to the Superintendent or

designee. The Executive/Professional employee may request a Level III review by the Superintendent or designee OR may request a peer appeal with the Meet and Confer Team.

- v. Superintendent or Designee. If the Executive/Professional employee requests a Level III review by the Superintendent or designee, the Superintendent or designee will seek to investigate the grievance and to meet with the Executive/Professional employee within 10 business days of the request. The Superintendent or designee will seek to render a written decision within 5 business days thereafter.
- vi Meet and Confer Team
 - 1. The Meet and Confer Team will seek to investigate the grievance and to meet with the Executive/Professional employee within 15 business days of receiving a request for a Level III review, provided that Level I and Level II procedures have been followed.
 - 2. Within 7 business days of the conclusion of the investigation and meeting, the leaders of the Meet and Confer Team will seek to present the decision of the Meet and Confer Team to the Executive/Professional employee. The decision will contain a written analysis of the grievance, along with the specific Article of the Handbook at which supports a finding in favor of or against the Executive/Professional employee bringing the grievance.
 - (a) A member of the Meet and Confer Team may elect to abstain from participating in the decision, without having to express a reason for doing so.
 - (b) When considering a grievance, the Meet and Confer Team will arrive at a decision based upon an unrecorded majority vote of team members present, subject to any abstentions.
 - 3. If the Meet and Confer Team finds in favor of the employee (subject to the conditions of this Article), the written analysis will be forwarded to the Division Head of Human Resources or designee. The analysis will contain a recommendation by the Meet and Confer Team for resolution of the grievance presented by the Executive/Professional employee.
 - 4. Within 7 business days of receiving the written analysis from the Meet and Confer Team, the Division Head of Human Resources or designee will seek to provide to the Executive/Professional employee and the leaders of the Meet and Confer Team a written response to the analysis submitted. The written response will state the decision reached by the Division Head of Human Resources or designee.
 - 5. If a resolution has not been reached after presentation of the recommendation of the Meet and Confer Team as identified in step (b)(iii), the President of CSASE, the President of CSPPA and the Division Head of Human Resources may meet to seek resolution of the situation in a less formal arena. Such considerations shall not be precedent setting and may be issues for consideration in the next Meet and Confer session.

D. Miscellaneous

- i. The Executive/Professional employee's failure to file a grievance within the stipulated time period or failure to appeal the grievance to the next level within the stipulated time period will constitute a waiver of the grievance.
- ii. If any individual designated to render a decision pursuant to these guidelines has a conflict of interest, that individual must abstain from participating in the decision-making process. A decision maker is deemed to have conflict of interest if he/she is the supervisor of the Executive/Professional employee who initiates the grievance or has been directly involved in the circumstances giving rise to the grievance. If that individual is the sole decision-maker, the Superintendent or his designee shall appoint another decision-maker.
- iii. To the extent permitted by law and to the extent such information is not privileged, the District may make available to the Executive/Professional employee, upon such employee's request, reasonable information in its possession or control that is relevant to the issues raised by the grievance.
- iv. The District will seek to maintain confidentiality in processing and if necessary, investigating any grievance made, so far as maintaining confidentiality is not inconsistent with processing or investigating the grievance, eliminating or remedying any misconduct found to have occurred or otherwise resolving the grievance, and/or preventing future misconduct or other circumstances that gave rise to the grievance. The District will notify those individuals it determines have a need to know about the grievance or whose involvement is necessary for processing, investigating, or otherwise addressing the grievance. The District may also notify law enforcement personnel as it determines appropriate in the circumstances.
- v. If a grievance made under these guidelines is mistaken or inaccurate, but was made in good faith, the Executive/Professional employee responsible for making the grievance will not be subject to any disciplinary action for having made the grievance.
- vi. These guidelines are available for use by any current Executive/Professional employee of the District. They may not be invoked by an individual who is no longer an employee of the District.
- vii. The existence of a pending grievance does not preclude the District from terminating the employment of or taking other disciplinary action against any employee involved in the grievance process, including the Executive/Professional employee initiating the grievance.
- viii. In its discretion, the District may modify the timelines or other procedures set forth in this Article to permit closer review or investigation of the matters alleged. All employees, including those expressing a grievance, are expected to cooperate with any review or investigation conducted by the District.
- ix. These guidelines are not intended to create any contract, property or other rights in any employee of the District.

ARTICLE 17. LEAVE PROVISIONS

A. Sick Leave, Paid Leave and Personal Leave

Executive/Professional personnel assigned to work the academic school year (number of workdays determined by the board-approved calendar) shall be credited with 11 days of paid leave per school year without loss of salary. Employees assigned the academic school year plus 20 or more additional days shall be credited with 12 days of paid leave. Twelve-month personnel, which shall include Budget Calendar 260 day employees and School Calendar 226 day employees, shall be credited with 14 days sick leave. Twelve-month personnel may use three days of sick leave as personal leave in a fiscal year.

Employees working less than full assignment shall have paid leave/sick leave days prorated.

Paid leave days and personal leave days may be used to cover any absence from work. Unused paid leave days shall revert back to sick leave at the end of the fiscal year.

B. Other Leave

Jury Duty – Each employee will be granted leave when called for jury duty. An employee will be excused for one day of jury duty upon presentation of the jury summons. If an employee needs more than one day of jury duty leave, he/she is required to present the juror service certificate upon return to work. The employee will turn over any payment received for such service to the Fiscal Services Department, and no deduction will be made from the employee's salary.

Military – A maximum of fifteen (15) calendar days per year shall be granted without loss of pay to employees who participate in military service. Such leaves will not be cumulative.

Legal – Each employee will be granted leave when subpoenaed as a witness to report on an event related to District business matters or an event witnessed as a citizen. This leave does not apply in cases (whether the employee is a party or a witness) involving a dispute with the District. Leave for a personal matter for which an employee is subpoenaed, as a witness will be under the personal leave policy.

ARTICLE 18. REHIRING BY DISTRICT

An individual rehired by the District within 12 months will not be considered to have a break in service, but the length of time they were not in the employ of the District will not accrue towards seniority. (Seniority examples include: sick leave reimbursement program, windows movement, etc.)

Amended:
Amended: 7/2005