

**Memorandum of Understanding between Higley
Unified School District Governing Board and
the Higley Education Association
2024-2025**

Meet-and-Confer Purpose Statement

The purpose of Meet-and-Confer is to use collaborative processes to address issues of compensation benefits and working conditions for HUSD Certified and Classified Employees. The use of interest-based negotiations processes allows Meet-and Confer participants to focus on common goals and issues, contribute openly and honestly, listen to learn, and ultimately support emergent decisions. Using non-adversarial means to achieve common goals builds mutual trust and respect, enhances employee morale, and better serves the employees, students, and community.

Interest-Based

Negotiations

Defined as:

- An interest-based strategy for communicating, solving problems, and negotiating.
- A non-adversarial way to achieve decisions and be understood in a discussion with others.
- Based on a collection of principles and techniques related to communication and consensus building.

Article I – Recognition

The Higley Unified School District (HUSD) recognizes the Higley Education Association (HEA) as the organization that shall represent the employee members during the Meet-and-Confer process.

Membership for the Higley Education Association is determined by the President in accordance with the HEA by-laws. Membership for the administration is determined by the Superintendent's Cabinet.

Governing Board Policy –HH HD

Article II - Code of Cooperation

The Code of Cooperation, developed by HEA, in conjunction with HUSD Administrators, and approved by the HUSD Governing Board, will be the guideline for which all district employees treat each other:

- Higley employees treat each other with mutual courtesy, dignity, and respect.
- Higley employees are honest, open, and truthful.
- Higley employees err on the side of compassion.
- Higley employees strive to keep team members informed with timely, accurate, and relevant information.
- Higley employees problem solve directly with those involved with concern whenever possible
- Higley employees consistently lead by example and encouragement.
- Higley employees listen, value, and respect team member's input.
- Higley employees admit mistakes and move forward.

Article III Hiring Formula

Higley Unified School District has a step-less salary schedule. Certified Employees will be hired according to the approved hiring formula including credit for years of experience and educational credit.

Certified hiring formulas (attached)

Article IV — Employee Benefits

1. The Board shall provide eligible full-time employees with a health insurance program.
2. Employees who work a minimum of thirty (30) hours per week on a regular basis are considered full-time employees.
3. The District shall contribute 100% of the individual employee premium for health insurance only in the Navigate Plan or the Choice High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The employee may purchase additional dental, vision, or family coverage and other voluntary benefits.
4. Benefits become effective the first day of the month after 30 calendar days of employment.
5. Life insurance coverage is provided by the District in the amount of \$50,000. Additional coverage may be purchased at the employee's expense.

6. The District will provide pro-rated health insurance benefits to Certified employees who job share. Those Certified Staff have the right to contribute the remainder of the health insurance costs.

Article V — Certified and Educational Professional Classroom Site Fund Pay Plan

The Certified and Educational Professional Classroom Site Fund Pay Plan is reviewed annually by Meet and Confer, ratified by eligible certified employees, and approved by the HUSD Governing Board. The anticipated amount of the pay for performance allocation is specified in Certified Employee contracts upon issuance for the coming year.

Pay for Performance (attached)

Article VI — Recertification Hours/Salary Advancement

1. Professional Development must be relevant to the Certified Member's position/profession.
2. In accordance with the salary advancement process communicated by the Human Resources department, Certified Members be granted an increase to their base salary equal to the number of approved credits multiplied by .0019. All timelines included in the process will be strictly followed.

Salary advancement process form (attached)

Article VII - General Leave

1. The daily attendance of Certified Staff Members is critical to the operation of our schools. Absences should occur infrequently and only when necessary.
2. General leave is granted to any eligible employee who is unable to perform duties for the following reasons:
 - Personal or family illness, injury, or quarantine.
 - Personal business that cannot be scheduled outside the Certified Staff Member's regular workday.
3. The black-out calendar is reviewed annually by Meet and Confer. The black-out calendar is in place to respect the needs of the academic school day.
4. General Leave may only be used on identified black-out days with documented illness, bereavement, or under extenuating circumstances and with approval of the site administrator or supervisor. General Leave usage on these days for other reasons will result in the employee being docked his/her daily rate of pay.

5. Staff members who have an emergency need to be absent on a designated Blackout Day must complete and submit to their site administrator or supervisor an Absence Exception Form.

Absence Exception Form

General Leave policy GCCÁ

Blackout Calendar – HUSD Staff Page

Article VIII – National Board Certification

1. Candidates pursuing National Board Certification (NBC) must notify Human Resources (HR) as soon as they receive their Candidate Identification Number.
2. The candidate is responsible for paying the National Board for Professional Teaching Standards (NBPTS) registration fee and application fee by the due date.
3. The salary change will take place after all documentation is turned into Human Resources and is retroactive to the beginning of the certification school year and spread over the remaining pays.
4. NBC candidates will receive a \$2,500 annual supplemental compensation upon successful completion of the NBC process. This additional compensation will be awarded annually if the teacher remains NBC certified and as long as the Governing Board approves the supplemental amount.
5. When the Certified Staff Member becomes NBC re-certified, the District will renew the annual supplemental compensation.

Article IX – Definition of Professional Workday

The Meet-and-Confer team collaboratively developed Elementary and Secondary definitions and guidelines for the professional workday.

Professional day definitions GBEB

Lunch

1. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that their energies should be utilized to this end.

2. The length of the daily lunch period for teachers will be determined by the site, with teacher input, respecting a duty free and uninterrupted thirty (30) minute lunch and the state instructional minute requirement at all levels.
3. When a thirty (30) minute duty-free lunch is not provided, and if the teacher has no other professional obligations, the teacher shall be allowed to leave at the end of the student day.

Prep Time

1. All district teachers shall be allocated time during the students' instructional day for the purposes of preparation and planning. Preparation period shall mean an assigned period set aside for all teachers to be used for professional preparation and planning purposes. With prior arrangement, preparation period time can be used for conferencing with parents, students, teachers, and administrators. The teacher/administrative team supports the principle of teacher empowerment in determining preparation time at each campus.
2. Therefore, all decisions related to this issue at the elementary level will be determined at each campus by a representative committee of teachers and the administration, taking into consideration individual campus needs.
3. An average of thirty (30) minutes per day will be considered when developing these plans. It is understood that the site administrator shall have the final responsibility for setting the schedule.
 - a. Full-time Elementary teachers will be provided an average of thirty (30) minutes per day. This may be implemented by special area classes and/or aides. Elementary teachers are not required to be present when their classes are receiving instruction from various teaching specialists.
 - b. Teachers of music, art, physical education, librarian/media specialists, reading consultants, related service providers, long-term visiting teachers, and special education teachers shall be provided preparation time to the same extent as other teachers in the district.
4. During their preparation period, the teachers shall have no other assignment except in an emergency situation. It is expected that teachers will normally devote themselves to preparation and similar professional pursuits during the preparation period.
5. Emergency building substitute coverage plan may make it necessary for the Administration to assign teachers to cover a class during their preparation period. Teachers shall be relieved from such duty at the earliest possible time. No teacher shall be asked to cover without compensation.

Article X Employee Dress Code

The Meet and Confer team collaboratively developed the Policy Regulation GBEB-R for Staff Dress Code. In addition, a supplementary document further defining appropriate and

inappropriate staff dress was agreed upon and should be referred to whenever questions regarding staff dress arise. The staff dress code supplementary document will be reviewed by the Meet and Confer team on an annual basis.

Governing Board Policy GBEB-R Employee Dress Code Regulation

Article XII – Substitute Teacher Shortage

The District will make every effort to secure a Substitute in the event of a teacher's absence from the classroom. The District budget covers all the Substitute expense for FMLA, Bereavement, Jury Duty, Professional Development, and Military Leave.

1. In the event of an unfilled absence, classroom teachers will develop a substitute coverage/rotation plan in conjunction with the Administrators at their site.
2. The substitute coverage plan should be updated regularly to accurately reflect updated seating charts, class lists, classroom processes, lesson plans, and pacing.
3. Secondary teacher coverage is paid out at \$30.00 per class session.
4. If classes are split due to shortage of substitute teachers will be compensated \$30.00 for that.
5. In the event a teacher misses prep due to no specials; \$30.00 compensation will be provided.

Article XIII – Mentoring Program

1. All Certified Teachers new to the profession are required to participate in the HUSD Mentoring Program for a minimum of one year.
2. Mentors in the Mentoring Program will receive a stipend of \$750 per semester, upon completion of the required expectations and documentation.

Mentor Teacher expectations (attached)

Article XIV – Traveling Teachers

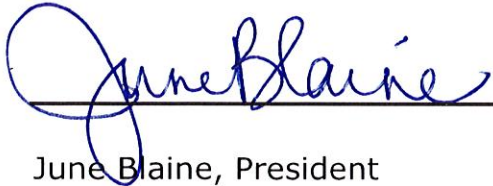
1. Traveling Teachers who receive the equivalent of a full 1.0 contract but provide less than 5 periods (Secondary) or 6 periods (Elementary) of instruction will not be reimbursed for travel.
2. Teachers with a full schedule PLUS travel may submit a mileage reimbursement form at the State approved rate.
3. Traveling teachers shall not have duty.

Article XV - Term of MOU

1. Should this Memorandum of Understanding expire before new terms are reached, the provisions of this memorandum shall remain in effect until a new agreement is reached.
2. Any revisions that need to be made due to budgetary constraints will be reviewed by the meet-and-confer team.

This agreement is made and entered into this 1 day of July 2024 between The Higley Education Associations (HEA) and the Higley Unified School District (HUSD).

For HEA




June Blaine, President

7/9/24

Date

For HUSD



Michelle Anderson, Governing Board President

6/26/24

Date



District Representative

6/27/24

Date

All policies and documents will be added as part of the web link.

