



**MEET AND CONFER
DOCUMENT**

EDUCATION SUPPORT PROFESSIONAL

2024-2025

STATEMENT OF PURPOSE/RECOGNITION

The success of the total school program is directly related to the performance of the District Education Support Professionals (ESP). It is the intent of the Governing Board to provide for ESP the working conditions, benefits, and salary that allows the District to attract and retain high quality staff.

The purpose of this Meet and Confer document is to itemize, specify, and document those terms of employment, salary, and benefits, which have been agreed upon by the Governing Board of the Kyrene School District and the Kyrene Education Support Professionals Association, hereinafter referred to as KESPA or the Association.

This document may be amended or modified by mutual agreement of the parties, recognizing that neither party has any obligation to negotiate such amendment or modification during the term of this Agreement as specified. Exceptions may be made only as a result of legal or legislative action directly affecting this Agreement, or by the consent of both parties, in which event, appointed representatives of the Governing Board and the KESPA will meet to expeditiously discuss the need to amend the sections affected.

The Kyrene School District Governing Board reaffirms that it has the sole and final responsibility to the taxpayers of the District, and therefore, cannot delegate its vested authority to other parties or groups. Items or sections which would not permit the Governing Board to carry out its statutory required duties have been excluded from this Agreement.

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Kyrene School District

The District recognizes and values the collaboration between KESPA and the Governing Board. We acknowledge the importance of open communication and working together on the issues that confront the District and its employees.

Prior approval of the supervisor is required for all planned absences. It is expected that the supervisor will make reasonable accommodations to meet the needs of the Association, especially in situations requiring immediate attention.

The Association will be involved when calendar recommendations are made to the Governing Board. The recommendations will include the first day for students, all recesses, and holidays in accordance with Board policy.

The president of the KESPA/designee may be involved in the budget development process. The cost of such participation will be shared equally by the KESPA and the District.

AUTHORIZED COMPENSATORY ABSENCES (ACA)

Kyrene School District

Authorized Compensatory Absences (ACA)

Authorized Compensatory Absences (ACA) are earned by all employees. Eligible employees (e.g., Notice of Indefinite Term Appointment (NITA), Notice of Assignment (NOA), exempt and retiree) will accrue ACA at the hourly rate of .0577 if they work as a .5 FTE or higher employee.

Employees who work less than .5 FTE will accrue ACA at the hourly rate of .0577 up to 40 hours of Prop 206 ACA time for the year. Pursuant to Prop 206, ACA time does not carry over in excess of 40 hours per year.

ACA is earned and credited to the employee on a per pay period basis. Accruals will be based on actual paid time, not to exceed contracted FTE. ACA may not be used until the employee has worked at least one day of the school year. Allocated hours per year will be allowed for ACA with the unused portion to be accumulated indefinitely but with limitations as provided in this document.

These absences may be used for personal illness or injury, illness of a family member, religious observances, or for authorized personal reasons. An authorized personal reason is defined as personal business that cannot be conducted outside of the normal working hours of the employee or is not under the control of the employee (example – court proceedings, wedding, funeral, graduations, medical appointments, emergencies, fractional hours during holiday weeks, etc.). Personal business may not be used for continuing commitments such as student teaching, coursework, recreational purposes etc.

ACA may be used during an alternative workweek in which a holiday occurs to make up the two-hour difference between the standard eight-hour holiday and the scheduled ten-hour workday.

Personal Time Use of Accrued ACA:

- ESP staff who do not accrue vacation time by virtue of their work calendar, may use up to three (3) workdays per work calendar year as personal time off at the employee's discretion starting in their second year of employment with Kyrene. (Three (3) workdays is defined as an entire workday, as scheduled in accordance with the employee's work agreement. Days may not be broken into multiple hourly/events.) Staff must submit a Personal Day use request through TimeClock Plus (TCP) and Absence Management. At the beginning of each fiscal year, Kyrene will convert up to three (3) days of carryforward ACA hours into a Personal Day leave plan for hourly ESP employees in a position with FTE who do not accrue vacation and who are in their second or more consecutive or following year of employment. (After this calculation is completed there will not be any additional adjustments made until the following work calendar year.) Employees are able to use up to the total converted personal days (not hours) per year regardless of FTE changes during the year. The amount to be converted is the lesser of:
 - The employee's starting FTE multiplied by eight (8) hours per day multiplied by three (3);
 - or the total ACA carryforward from the previous year.

At the conclusion of the fiscal year, any remaining Personal Day(s) shall be converted back to ACA and carried forward according to Meet and Confer accrual carryforward language. Supervisors must adhere to the maximum amounts of allowable Personal Day use per employee per year.

- The Kyrene Education Support Professional Association (KESPA) and Kyrene Administration

ask that all staff use professional judgment when taking Personal Days. When employees are absent: 1) students' learning is impacted; 2) the cost of substitutes impacts the budget; and 3) availability of qualified substitutes often creates a situation where student classrooms and colleagues are impacted.

- Personal Day preapproval is required for personal time use of more than one (1) consecutive workday.
- Personal Days may not be utilized on a blackout day. Blackout days are as follows:
 - First five (5) instructional days of school
 - The first instructional day of each quarter
 - The last two (2) instructional days of the school year.
- In order to help ensure substitute coverage, it is required that a staff member planning to use a Personal Day shall notify his/her principal/supervisor as far in advance as possible. This notification will protect the employee from the fifteen percent (15%) rule at your site and risking the loss of salary. In the case that more than fifteen percent (15%) of the total ESP staff on any given day at any given building has given notification of absence to their principal or through online absence reporting program, then no more personal days for ESP employees may be available. The fifteen percent (15%) exclude absences for district/school business, district/school trainings, or extenuating circumstances (i.e.: flu epidemic).

Personal Days shall NOT be used to find other gainful employment or to be used for employment outside of the district as specified in Board Policy 4-201.

When an employee has prior knowledge that there will be an absence for any of the above reasons, requests should be submitted in advance for supervisor approval.

- School based hourly ESP are required to enter absences in TCP and Absence Management
- School based exempt ESP are required to enter absences in Absence Management and Employee Access
- District based hourly ESP are required to enter absences in TCP
- District based exempt ESP are required to enter absences in Employee Access

**If you are unsure which category you fall into, contact your Talent Management Specialist*

All employees may track their ACA, Comp Time and Vacation (if applicable) Personal Day (if applicable) time balances through Employee Access.

If an extraordinary circumstance occurs and an employee requests to take a personal day on a blackout day, or requires more than one (1) consecutive personal days, he/she must submit the Use of Restricted ACA/More Than One (1) Personal Day form to their principal or supervisor ten (10) business days prior to the restricted day. The employee may still submit a request when a ten (10) day notice is not possible. The employee will be docked the daily rate of pay with the possibility of future pay recoding to an appropriate leave bucket pending approval.

Restrictions on ACA

ACA are not to be used for other gainful employment outside the District or for recreational purposes. These absences may not be used on blackout days (previously known as restricted days):

- First five (5) instructional days of school
- The first instructional day of each quarter
- The last two (2) instructional days of the school year.

This provision applies to school-based employees and District staff that provide direct services to students.

Exceptions will be made when specified as absence due to illness or for an appointment not under the control of the employee. The exceptions for appointments must be requested on the Use of Restricted ACA form prior to use, having the approval of the Supervisor/Talent Management and may require documentation. Once an exception has been approved, the Use of Restricted ACA form is to be submitted to Talent Management.

Need to Verify Use of ACA

The Supervisor may require explanation or verification of ACA use:

- * in any absence where there may be evidence of misuse, or when procedures have not been followed.
- * in absences of five (5) consecutive school days or longer.
- * when a pattern of use is noted.

In those cases where employees are absent from work for twenty (20) or more consecutive school days, the Board or its designee may require a medical examination by a physician of the Board's choice to either substantiate the need for ACA time or the employee's ability to return to work. In such cases, the District will bear the cost of the physical examination. The response from the physician will be in writing.

Misuse of ACA:

Failure to comply with ACA standards and procedures will result in a deduction of a day's pay for each day in question. Repeated failure to comply may also result in disciplinary action as defined in Board Policy.

Employee Bereavement Absences

An employee, who is contracted to work 20 hours a week and above, shall be granted compensated bereavement time not to exceed three (3) days per annum, prorated to FTE, where such an absence is necessary due to a death in the employee's immediate family or employee's spouse's/partner's immediate family.* If there is a need for additional time for bereavement, and an employee has accrued ACA time, the employee may use that time for additional days. This additional time may fall under the application of Policy 4-302, 4-302 E., 4-201 and must be approved by the Governing Board. An employee, who is contracted less than 20 hours a week, shall be granted uncompensated bereavement time not to exceed three (3) days per annum, prorated to FTE.

- * "Immediate family" for this section only is defined as: 1) The spouse or domestic partner of the employee; 2) The children (including son-in-law/daughter-in-law), parents, siblings, grandchildren, or grandparents of the employee or the employee's spouse or domestic partner; 3) Relatives living within the household who can be claimed as a dependent.

<p>CROSS REFERENCE: <i>Disability</i> <i>Intent to Terminate</i> <i>Jury Duty</i> <i>Leaves</i> <i>Part-time Hourly</i> 7 <i>Work Day/Work Week/Alternative Work Schedule</i></p>
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Recovery of Unused Compensatory Absences:

Cash Out of ACA Benefits Upon Termination/Retirement

1. For employees working within the District during the 2004-2005 school year and continuing in employment in the 2005-2006 school year, upon severance, whether by resignation, dismissal, retirement, or death, they shall receive remuneration for each day of accrued ACA on the following basis:
 - Must have completed eight (8) years of continuous service to be eligible for sixty-five (65) percent of the current base hourly rate of pay in effect at the time of severance and last contracted workday.
2. For employees hired for the 2005-2006 school year and thereafter, they will receive remuneration for each day of accrued authorized compensatory absence upon retirement with Arizona State Retirement System (ASRS), long-term disability approval or death on the following basis:
 - Must have completed five (5) years of continuous service to be eligible for sixty-five (65) percent of the current base hourly rate of pay in effect at the time of severance and last contracted workday.
 - Employees must retire with (ASRS) according to the ASRS rules to be eligible for cash out. Retirement status must be confirmed by the district in the ASRS system within 31 days of the employee's last day of work in the district or within 31 days of the end of the fiscal year (FY) in which the employee retires from the district, whichever is sooner.”
 - ASRS Return to Work employees that meet the above requirements are eligible for cash out.
3. The maximum accrued ACA allowable for payment shall be:
 - Employees hired for the first time in the District in FY 1983 and after, maximum of 100 days
 - Employees hired between FY 1980 and FY 1982, maximum of 125 days
 - Employees hired between FY 1978 and FY 1979, maximum of 150 days.
4. Employees who were hired prior to July 1, 2019, and are eligible to receive a cash-out of their accrued time may choose between the following two options:
 - a) Take the cash disbursement subject to applicable taxes; or
 - b) Direct deposit the sum on a pre-tax basis into an existing Kyrene employee 403b account with the current provider.

Employees hired or rehired on or after July 1, 2019, will be paid out only through a direct deposit into a 403b account of all eligible ACA Days upon retirement. Qualifying 403b accounts may be set up at time of hire. Failure to open a 403b account prior to retirement will result in a forfeiture of ACA Days funds owed.

For more information about this process, please contact the District's 403b provider through Benefit Services.

Employee Leave Bank

See Addendum 2.

BENEFITS/MILEAGE STIPEND

Kyrene School District

The KESPA may appoint one (1) employee to serve on the Employee Insurance Committee. The cost of substitutes in all instances will be paid by the District. The Committee may participate in all activities of the Kyrene Employees' Benefit Trust (KEBT), including, but not limited to, committees as assigned and all meetings. The role of the committee is to provide advice and input to the Trustees of the KEBT for the purpose of adding value and perspective to its decisions.

KYRENE EMPLOYEE BENEFIT TRUST (KEBT)

1. Insurance

Per the KEBT Summary Plan Document (SPD) an employee working 30 hours or more per week/130 hours per month in all positions within the District combined is health insurance benefits eligible. All benefits eligible employees have the option to waive KEBT medical coverage with proof of other existing insurance coverage.

The Governing Board will provide medical benefits for its employees through the KEBT. These benefits are subject to changing statutory requirements and changes by the KEBT. Employees will be consulted, where possible, on a contemplated change of benefits and will be advised if and when benefits have been changed as to the nature of the specific changes.

The District provides a medical plan allowance to be used to purchase one of the Kyrene medical plans. If the employee chooses to decline medical plan coverage, they are also declining the medical plan allowance.

Should the medical allowance dollars not cover the premium for the employee's selected coverage, the employee will have salary deducted to cover the cost. In the event the employee is unable to pay their premiums for their selected benefits from their paycheck, the employee will be notified by the District and the employee will be given payment instructions.

2. Continuation of District Insurance Plan (COBRA)

- Retirees can choose to elect COBRA through the District for 18 months. When their COBRA election expires, or if they did not elect the COBRA continuation, they may go on the State plan or an individual insurance plan.
- Widows, widowers, divorced spouses, and spouses of Medicare eligible employees who become ineligible for coverage will be allowed to continue coverage for themselves and their dependents by electing COBRA continuation, at their own expense as outlined in the federal guidelines for COBRA continuation.
- Terminated employees may continue coverage for themselves and their dependents for eighteen (18) months, at their own expense by electing COBRA continuation, unless they become covered by another group insurance plan or become entitled to Medicare benefits.
- Individuals electing continuous coverage through COBRA will be required to pay the full group rate, plus an additional 2 percent to cover administrative COBRA costs.
- Conversion or portability of Voluntary Life/Life Insurance may be requested by the employee after the termination of their active employee benefits due to termination of employment or during a period of leave of absence that is not covered by the Family Medical Leave Act (FMLA).

UNEMPLOYMENT COMPENSATION

The Board will provide unemployment compensation to eligible employees. This program is administered through the Department of Economic Security, State of Arizona.

MILEAGE STIPEND

If an employee's position is of a nature that it will require travel from the employee's primary work site to alternate work sites or other locations that are within fifty 50 miles of the employee's primary work site then they shall receive a mileage stipend. The amount of the stipend shall be dependent on the amount of anticipated travel based on the nature of the employee's job description. If the actual travel is less than the anticipated travel then no monies shall be returned to the District. If the actual travel is more than the anticipated travel then no monies shall be due to the employee. The mileage stipend is compensation in lieu of the requirement to track and submit actual mileage. The mileage stipend tiers are as follows:

Tier 1: Anticipated travel is 50 – 500 miles, Stipend is \$250

Tier 2: Anticipated travel is 500 – 1,000 miles, Stipend is \$500

Tier 3: Anticipated travel is greater than 1,000 miles, Stipend is \$750

If an employee is expected to travel less than fifty 50 miles during the year then they shall submit mileage claims when the travel takes place. If an employee travels outside the fifty 50 mile radius then they shall submit a travel claim for all expenses, including mileage.

CROSS REFERENCE: *Part-time Hourly*
Workers Compensation Benefits

CHANGE OF POSITION

Kyrene School District

CHANGE OF POSITION

Talent Management shall post notices on the District website when any District job opening occurs, that are more than 10 hours a week (less than 10 hours are not required to be posted). Positions will be advertised for a minimum of seven (7) calendar days or five (5) business days, whichever is shorter.

Employees who wish to be considered for other employment within the District shall submit an on-line application through the District website. If granted an interview, employees shall notify their supervisor.

The District will seek the most qualified personnel for each opening from both internal and external applicants.

Change of Position to a Higher Classification Level

1. An employee moving from a non-exempt position to a different non-exempt position or from an exempt position to a different exempt position, the employee will receive a salary which represents an increased level of pay that will be determined by adding the difference between the entry rate of the employee's current job classification's salary grade (DBM) and the entry rate of the employee's new job classification's salary grade (DBM).
2. An employee moving from a non-exempt position to an exempt position will receive a salary which represents an increased level of pay that will be determined by one of the following methods:
 - a. For employees with less than 5 years of Kyrene experience, new hire placement rules will be applied, or a 5 percent increase will be applied to the employee's current base annual salary (and the base salary rounded up to the nearest cell) whichever is greater.
 - b. For employees with 5 or more years of Kyrene experience, employee will be placed on cell D of their new band, or a 5 percent increase will be applied to the employee's current base annual salary (and the base salary rounded up to the nearest cell) whichever is greater.
3. Talent Management may recommend an additional salary increase based upon experience and/or education directly applicable to the new position.
4. If an employee has served less than at least six (6) months in his/her present position and a promotional opportunity becomes available, the employee will be eligible for consideration once a satisfactory evaluation is on file from their current supervisor.

Change of Position to Lower Classification Level

All related experience and/or education will be considered by Talent Management in determining the employee's salary.

Employees not currently being compensated for a degree may submit degree work for consideration if moving to different position within the District, when their degree aligns with new position. Transcripts must be submitted within 30 days of starting new position.

Credit for Years of Service

When an employee, who works twenty (20) hours a week or more and whose work calendar is less than twelve (12) months, has attained a twelve (12) month position of twenty (20) hours or more a week, that person shall receive credit for all years of service in the District in determining allowable vacation. The first vacation amount will be prorated from the starting date of that employee's twelve (12) month position through June 30 at the appropriate accrual rate based upon number of years of continuous service.

CROSS REFERENCE: *Vacation*

COMPENSATORY/FLEX TIME

Kyrene School District

In case of emergency or other unusual circumstances, an employee may be permitted to exceed his/her established schedule. Any hours worked by a non-exempt employee in excess of forty (40)-hours per week requires either compensatory time or overtime compensation. An employee who is authorized to work in excess of forty (40)-hours (excluding holiday, vacation, ACA, etc.) will be compensated as compensatory time at the rate of time-and-a-half when previously approved by the employee's supervisor.

An employee who is authorized to work in excess of their established work schedule, but less than forty (40) hours, will be compensated as flex time at their straight-time rate.

The following rules apply to granting of compensatory/flex time:

- Prior administrative or supervisory approval must be obtained.
- No more than five (5) days of compensatory/flex time may be accumulated and/or granted within each ninety (90) calendar day period.
- When possible, compensatory/flex time shall be taken within four (4) weeks in which the additional hours were worked.
- Exceptions to the above can only be made by the concurrence of the supervisor and the Assistant Superintendent of Talent Management.
- Compensatory/flex time must be earned before used.
- Employees shall accurately report all hours worked on their time record.
- Compensatory flex time balances must be used prior to using ACA or vacation time.

CONFIDENTIALITY OF PERSONAL INFORMATION/ PERSONNEL FILES

Kyrene School District

Personal information concerning an employee's residence, phone number, and address shall not be given out without the employee's consent. If a parent or other person requests such information, the offer will be made to take the caller's phone number. The employee will be notified of the call.

A District directory is available to administrators and Board Members in the District, for District administrative use only.

Employees'/students' phone numbers and addresses shall not be used for the personal or financial gain of the employee.

Personnel files are established, initiated, and controlled by Talent Management for the purpose of maintaining a record of the qualifications and performance of employees.

Material originating within the District and which concerns an employee's conduct, service, or personality will not be placed in an employee's personnel file unless the employee has had an opportunity to read the material. The employee will acknowledge reading such material by affixing a signature on the document to be filed and will be issued a copy. Such signature does not necessarily indicate agreement with the content of such material. In those instances when an employee refuses to sign such material, the administrator will prepare a signed statement to this effect on the document.

The employee will have the right to respond within ten (10) working days to those items specifically addressed within the materials placed in the personnel file. The response will be submitted to the individual's immediate administrative supervisor, read by the assistant superintendent, and attached to the file document. The response may be accepted only if the contents are directly relevant to the contents of the material in question.

All references obtained on the basis of confidentiality for the purpose of initial employment or promotion, originating either outside the District or within the District, will not be subject to this agreement and, therefore, will not be available for inspection by the employee. Those items covered would be placement files or letters of recommendation for initial employment or promotional employment within the District.

All materials must be dated at the time they are placed in the files and may not be removed except through grievance. The signature of the employee and immediate supervisor will be affixed to each document.

All materials, except references, placed in the District employee personnel files and originating within the District will be available for inspection by the employee and administration. An employee may review his personnel file by making a written request to Talent Management. The review shall be arranged within twenty-four (24)-hours following receipt of the request. Talent Management will schedule a time for the inspection and will make arrangements for a staff member to be present when the inspection takes place.

EMPLOYEE TYPES

Kyrene School District

Full Time Employment describes positions that consist of a 40-hour workweek tied to a work calendar, which states the number of workdays in the fiscal year.

Part Time Employment describes positions that consists of less than 40 hours per week tied to a work calendar, which states the number of workdays in the fiscal year.

Kyrene School District

The grievance procedure provides for the prompt and equitable adjustment of differences. Each employee shall be assured the opportunity for an orderly presentation and review of grievances. No employee shall suffer reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance. Please refer to [Policy 4-402](#) and [Policy Form 4-402](#).

Article I - Definitions

Section 1: A “grievance” shall mean a claim by a grievant that a dispute or disagreement exists involving interpretation or application of the terms of this Agreement.

Section 2: The “grievant” is the employee, or group of employees, or the Kyrene Education Support Professionals Association asserting a grievance.

Section 3: The “respondent” is the supervisor or other appropriate administrator to whom the grievance is addressed.

Section 4: A “grievance representative” may be any person chosen to accompany or represent the grievant at any level of the grievance procedure. The grievance representative shall be an employee of the District, except at the review panel or the Board level, where the grievance representative may be other than an employee. If the grievant chooses a representative other than an employee at the review panel or the Board level, the choice must be approved by the review panel or the Board, whichever is appropriate. In no case shall the representative be legal counsel.

Section 5: The term “days” when used in this procedure shall mean workdays where employees are in attendance.

Section 6: The term “organizational level administrator” when used in this procedure shall mean the immediate supervisor of the employee filing the grievance.

Section 7: The term “next organizational level administrator” when used in this procedure shall mean the administrator at the next appellate level.

HOLIDAYS

Kyrene School District

Employees in eligible positions as defined by work calendars shall earn holidays prorated to their FTE. The employees will be paid for the holidays that fall within their work calendar.

Employees who use the electronic time keeping system during a holiday week sometimes end up with a fractional amount of total paid time that is less than their contracted hours. Those employees affected by this may use their ACA to make up the difference if they so choose.

There will be at least ten (10)-paid holidays for twelve (12)-month employees. The specific holidays will be set each year by the Board when establishing the school calendar.

260-Day Employees

Employees who work a 260-day assignment are paid for the winter break* and one week of spring break as identified on the employee's work calendar.

The District recognizes the value of ensuring an uninterrupted winter break for employees. To this end the District will prioritize the alignment of the District's school calendar winter break and the 260-day employee work calendar winter break. KESPA recognizes that because the total number of calendar days varies from fiscal year to fiscal year (typically ranging from 260-262 days), it may be necessary for the 260-day work calendar to have fewer days during winter break than the school calendar and/or days identified as non-work/non-paid. **In this case, employees who have been employed with the District less than six (6) months are eligible to submit a request to their supervisor to take a vacation day(s) during either break.

Employees need not report to work during their identified breaks, unless directed to do so by their immediate supervisor. Employees may be required to work up to five (5) days during the break periods due to operational emergencies.

Any employees who are directed to work by their supervisor during break periods identified on the employee's work calendar will be paid holiday pay plus their regular rate of pay for each hour worked, or flex hours at straight pay. Although the payment option is determined by the supervisor, whenever possible the employee's preference will be taken into consideration.

**Please refer to Vacation language in the ESP Meet and Confer Document.

CROSS REFERENCE: *Part-time Hourly*

JURY DUTY/SUBPOENA

Kyrene School District

Jury Duty

Jury duty absence for full-time and part-time employees is allowed with regular pay less jury pay without any deduction of ACA. Verification of jury duty must be submitted with time logs. Exempt employees must submit verification with absence request form. Please see the jury duty FAQs on the Talent Management web site for complete procedural information.

Subpoena

If an employee is subpoenaed to appear in court in a matter in which he/she is not a party, the employee may take the time, less subpoena pay excluding expenses, without any deduction of ACA, provided appropriate documentation (e.g. the subpoena) is submitted with time log. Exempt employees must submit verification with absence request form.

CROSS REFERENCE: *Authorized Compensatory Absences (ACA)*

Kyrene School District

Employees must notify Talent Management/Employee Relations to discuss eligibility for an approved leave in the event of any absence that exceeds ten (10) consecutive workdays; and/or (2) when an employee exhausts all days of ACA. Employees may request the following leaves of absence, if eligible:

Governing Board Approved Leaves

- * Personal Leave
- * Annual Non-Compensable Leave
- * General Medical Leave
- * Military Leave
- * State or National Office Leave
- * Victim Leave
- * Extenuating Circumstances Leave

Family & Medical Leave Act (FMLA)

- * For incapacity due to pregnancy, prenatal medical care or childbirth
- * To care for the employee’s child after birth, or placement for adoption or foster care
- * To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition
- * For a serious health condition that makes the employee unable to perform the employee’s job
- * Military Family Leave

Leave for eligible employees that qualifies under FMLA will be designated as FMLA.

Personal Leave – In hardship situations, leaves for less than one year which do not qualify under any of the other available leaves, may be granted upon approval of the principal/supervisor and Superintendent/designee, if being granted would not notably disrupt the continuity of the instructional program.

- * Annual Non-Compensable Leave - Annual Non-compensable leave for a period of time not to exceed one (1) year may only be granted by the Board. Employees must be employed by the District for a minimum of one (1) year to qualify. Such leave requests shall be considered contingent upon the best interests of the District. Non-compensable leaves may be requested for the following:
 - Recovery from or treatment of personal illness or injury (verification from health care provider required).
 - Caring for a child in the first year of life or first year of adoption or another member of the employee’s immediate family* as defined on page 7.
 - Further educational study for the purpose of obtaining a certification or degree (documentation required).
- 1. Written requests to the Board for annual non-compensable leave, with required documentation attached, must be received by Talent Management no later than February 15 of the year prior to the leave.

Extension to February 15 notification deadline will be granted only in extraordinary circumstances and may be considered only upon submission of a written request which must be received in Talent Management no later than February 15.

2. Written notification to the Board of the employee's intent to return or not to return the year following a leave must be received by the Talent Management no later than January 15 of the leave year. Requests for an additional annual non-compensable leave of absence will be considered for extraordinary circumstances.

Extension to January 15 notification deadline, due to extraordinary circumstances, may be considered by the Board upon submission of a written request which must be received by the Talent Management no later than the first day after winter break.

- * The Family and Medical Leave Act (FMLA) – The District shall fully comply with the FMLA and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. See Board Policy 4-302, 4-210. An eligible employee under FMLA is one who has been employed by the District at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA is to commence. Employees must provide thirty (30) days advance notice when the need for leave is foreseeable; when 30 days is not possible, the employee must provide notice as soon as practicable.
- * General Medical Leave– General medical leave for the employee's medically necessary surgery, accident, major illness or childbirth and recovery may be granted, where the employee is not eligible under the guidelines and entitlements of FMLA.
- * Military Leave
Military leaves of absence will be granted pursuant to Board Policy 4-302, 4-302.D to employees in accordance with existing state and federal statutes. (A.R.S. 26-168 and 38-610; and U.S. code title 32, paragraph 75.)
- * State Or National Office Leave
If an employee is elected to a state or national office of a professional education association, the employee may be granted a non-compensable leave for the term of said office. Employees may apply for additional non-compensable leaves if re-elected or elected to an additional office.
- * Victim Leave
Upon submission of required documentation, Victim Leave will be granted pursuant to Board Policy 4-302, 4-302.D if an employee is the victim of juvenile or adult crime and is exercising a right to be present at a proceeding as defined in A.R.S 8-420 or 13-4439. Leave for this purpose may be limited if the leave creates an undue hardship to the District.
- * Extenuating Circumstances Leave
See Board Policy 4-201, 4-302, 4-302.G for eligibility and specific details regarding this leave type.

Applicable to All Leave of Absence Types

- The employee should contact Benefits to arrange an appointment for specific information regarding conditions of their leave prior to requesting the leave to ensure eligibility for continuity of compensation, medical benefits, and legal rights.
- The employee will complete necessary paperwork online or by contacting
 - Benefits and will submit health care provider certification of the need for medical leave.
- All rights of retirement, accrued absences, and other benefits provided by law shall be preserved and available to the employee.
- Upon reinstatement to the same position, the employee shall receive compensation that reflects the same salary they previously had prior to taking leave. Upon reinstatement to a position at a different classification level, experience and education related to the position will be considered when Talent Management sets the salary.
- Except as otherwise provided in law or policy, an employee cannot be guaranteed the same assignment as prior to the leave.
- Employees who take a leave for a part of the year will receive a year's service credit provided they complete more than a major portion of the school year.
- Part-time employees who take a leave will be reinstated at the same FTE as prior to taking the leave.
- Employees on an improvement plan or other disciplinary action at the time of leave will be returned to the same site, if applicable dependent on leave type and length. Regardless of site, the employee will be subject to the same improvement plan or disciplinary action.
- Accrued ACA and vacation must be used during a leave of absence in accordance with Board Policy
 - 4-201, 4-302 4-302.C other than annual non-compensable leave. When ACA is used during a leave of absence, ACA shall continue to be accrued at the regular rate.
- During the leave, medical insurance benefits in effect immediately prior to the leave shall be allowed to continue under the COBRA guidelines should the employee choose to pay for such insurance based upon the duration of the requested leave.
- The leave may begin at an earlier date, may be delayed, or may be extended, based upon verification from the health care provider that supports a change in dates.
- In order for the employee to receive pay for any approved holiday or break period within their work calendar, it is necessary for the employee to be in attendance or use ACA or vacation for one (1) day preceding and following the break period or holiday.
- The District may require a medical examination by a physician of its choice to either substantiate the disability, the employee's ability or inability to return to work, or the employee's ability to continue to work prior to the disability if the District feels there might be a danger of health and safety of the employee and the students. In such cases, the District shall bear the cost of the physical examination.
 - The response from the physician shall be in writing.

PROFESSIONAL GROWTH PROGRAM

Kyrene School District

PURPOSE

The District supports lifelong learning. ESPs are eligible to claim a higher education degree and or completed coursework required for an eligible higher education degree for possible additional compensation.

- Encourage personal growth and skill development
- Motivate employees to continue to strive for high standards of performance
- Attract and retain quality employees
- Develop employees for *possible* promotional opportunities
- Increase morale and employee engagement

Pursuing a Degree Incentive Compensation – *movement down the salary schedule.*

Must be working towards an approved/identified*degree

- Upon completion of 15 college/university credits (required as part of a declared degree program, and upon meeting established deadlines), employee may move one (1) cell vertically on their assigned salary schedule. (*See guidelines for credit/coursework on next page for important information regarding approved degrees.*)

Incentive Movement Maximums

- Maximum movement of six (6) cells (working towards bachelor's degree)
- Maximum movement of three (3) cells (working towards master's degree)
- No employee shall move more than two (2) cells in a given fiscal year

Degree Completion*

- Employees who participated in Pursuing a Degree Incentive Compensation program and who successfully complete their declared degree may submit a degree declaration to Talent Management for possible horizontal movement to appropriate degree column. Horizontal movement shall be to the cell nearest the employee's current rate of pay, but shall not exceed one percent (1%) per hour increase.

Transition Plan (from previous Tuition Reimbursement/Pay as You Go plan)

- ESPs hired on or before July 1, 2021, who previously completed steps one and two for tuition reimbursement but were not reimbursed due to budget restrictions are eligible to submit completed college/university credits for **possible Pursuing a Degree Incentive Compensation***.
- ESPs hired on or before July 1, 2021, who previously participated in the previous *Pay as You Go* system and received additional compensation for earned/submitted credits, are not eligible to resubmit previous credits for incentive movement down the salary schedule.

Degree Declaration*

- ESPs hired on or before July 1, 2021, who have earned a degree during their continuous employment with the District, may submit a degree declaration to Talent Management for possible horizontal movement to appropriate degree column.

If approved, the following guidelines will apply:

- Employees who previously participated in a professional growth program, which is no longer offered, and were never compensated in any form due to budget constraints, may submit a degree declaration to Talent Management for possible horizontal movement to appropriate

degree column. Horizontal movement shall be to the cell nearest the value of the employee's current rate of pay plus the recognized value of the degree (approximately \$0.39/hr. for Associates Degree or \$1.06/hr. for Bachelor's degree or \$1.45/hr. for Masters Degree).

- ESPs hired on or before July 1, 2021, who previously participated in a professional growth program, which is no longer offered, but were compensated in part under a previous professional growth program, may submit a degree declaration to Talent Management for **possible** horizontal movement to appropriate degree column. The purpose of horizontal movement shall be to accurately reflect the employee's highest degree; therefore, if approved, the horizontal placement shall be made to the entry cell or cell nearest the employee's current rate of pay, representing no less than the employee's current rate of pay but shall not exceed one percent (1%) per hour increase unless moving to the entry cell.

GUIDELINES FOR DEGREE AND CREDIT/COURSEWORK WHILE WORKING TOWARDS YOUR DEGREE

***Degrees must align with your current position, or is education related, or a desired career path within the district or is in the area of liberal arts, (i.e. psychology, anthropology, sociology, and the humanities), which will result in a better understanding of members of society and the human race.**

- ***Only coursework needed in order to achieve approved degree qualifies.**
- Credit will not be allowed for courses that are repeated.
- Credit will not be allowed for courses/degrees that did not receive prior approval. (See approval process section below. Degree and course approval request forms must be submitted to Talent management no later than January 15 in the prior fiscal year.)
- Degrees earned outside of the United States must be submitted with a recommended U.S. Educational Equivalency.




Degree and Course Approval Process

- Step One. Pursuing a Degree Declaration – Submit written intent to pursue specified degree including course of study documentation from the college/university. Notice of Intent - Degree Incentive Compensation form is located on the Talent Management web site. Notice of Intent must be submitted to Talent Management no later than 4:30pm on January 15 in order to be eligible for salary schedule movement for the subsequent year.

Step Two. Completed Courses Reporting - Those participating in the Degree Incentive Compensation Program must also submit their completed coursework in Performance Matters and attach an unofficial transcript to each course entry. Courses must have been completed by June 30 for consideration in salary schedule movement in the subsequent school year. Completed Degree Reporting – An official transcript must be presented to Talent Management upon completion of a Bachelor’s or Master’s degree for movement on the salary schedule to the corresponding degree column.

Coursework Status in Performance Matters:

Employees may check the status of submitted coursework through Performance Matters, External Credit Requests. Performance Matters system uses the following status remarks:

- a)  - Coursework has been successfully entered into External Credit Request and is in the queue to be processed.
- b)  - Coursework meets Professional Growth Standards and is eligible for compensation in the next fiscal year should funding be available.
- c)  - Coursework is Not-Eligible meaning complete coursework does not meet Professional Growth Standards or paperwork submitted is incomplete. An explanation will accompany a denial

Budget and Funding Approval Process

Talent Management will calculate the potential cost for Pursuing Degree Incentive Compensation based on the Notice of Intent Forms that are received in Talent Management by the January 15 deadline. Based on this data, a recommendation for the budget will be proposed during the annual budget process. All decisions regarding available funding for incentive credits will be determined and approved through the annual budget process for the next fiscal year. Continuance of this program in the future will be based upon available budget.

PROFESSIONAL GROWTH REVIEW/APPEALS COMMITTEE

Talent Management will review all degree and coursework submissions to determine eligibility. If an employee appeals a decision, the review goes to the Appeals Committee.

Membership

1. The Committee shall be comprised of three (3) representatives from the following areas:
 - One (1) representative appointed by KESPA
 - One (1) administrator appointed by the Superintendent
 - One (1) administrator from Professional Development
2. Appointments for representatives to serve on the Committee shall be received by Talent Management.

Functions

The Committee will hear appeals on employee requests regarding degree course approval denied as follows:

1. An employee appealing a decision must request, in writing, a review by the Committee.
2. The Professional Growth Appeals Committee will schedule a meeting to review the appeal. If no agreement is reached among a majority of the committee's members, the request for professional growth will be denied.
 - a. The Professional Growth Appeals Committee will send the decision in writing to the employee. The decision of the committee is final.
 - b. If the Committee unanimously determines the case merits further review, the case will be referred to the Executive Director of Talent Management for a final decision.

NATIONAL/STATE CERTIFICATION OR LICENSES

Kyrene School District

Additional compensation may be granted for valid national certifications or additional licenses that an employee may hold or earn that are above and beyond what is required for an employees' job classification with the District not to exceed \$1,200 per year which will be calculated on an hourly rate based upon a full time 12 month/260 day (2080 hours) contract.

A tiered compensation structure is applied to eligible national certificates. The Professional Growth Committee will determine if compensation is payable based on criteria that will include but is not limited to the following:

- * National certification directly relates to the employee's position and provides additional expertise to the District.
- * National or state certification that has national recognition and is affiliated with a national professional organization.
- * National certification is granted with successful completion of testing.
- * National certification compensation amount to be tied to the amount of rigor for completion, with full \$1,200 being granted if comparable to the certified National Board Certification.
- * National certification authenticity is verifiable.
- * National certifications have an expiration date and/or are renewable; or
 - After 10 years, in cases where there is no expiration date or renewal required to maintain the certificate, the employee must submit documentation to Talent Management showing that they have continued professional development that is directly related to their position with the district. To renew the stipend payment with the district for an additional 10 years, the employee must demonstrate completion of 60 hours of related professional development within the three (3) years prior to the 10-year marker or within three (3) years of initial consideration. Such professional development may include: seminars, conferences, district classes, webinars, workshops and position related coursework.
 - If a certification does not have an expiration date, it must be less than ten (10) years old at the time of initial consideration. If the certificate is older than ten (10)-years, the employee must submit completion of 60 hours of related professional development (within the past 10 years) with the initial application.
 - After ten (10) years from original issue date of certificate, in cases where there is no expiration date or renewal required to maintain the certificate, the employee must submit documentation to Talent Management showing that they have continued professional development that is directly related to their position with the district. To renew the stipend payment with the district for an additional 10 years, the employee must demonstrate completion of 60 hours of related professional development within the three (3) years prior to the ten (10)-year marker. Such professional development may include: seminars, conferences, district classes, webinars, workshops and position related coursework.

National certification stipends will be listed below as approved. See Addendum 7 for Professional Growth Committee rubric.

Tier 1 national certifications thus far approved at \$1,200 per annum (\$.58/hr.) are as follows

- EPA Technician Certificate – Universal
- National Journeyman Electrician Certification
- National Journeyman Painters Certification
- Assistive Technology Certification
- HVAC Certification

Tier 2 national certifications thus far approved at \$600 per annum (\$.29/hr.) are as follows

- Group Benefits Associate

Tier 3 national certifications thus far approved at \$300 per annum (\$.15/hr.) are as follows

- National Locksmith Certification
- Retirement Plans Associate
- OT National Certification
- COTA National Certification

If the national certification has not been approved in the past, it will need to be reviewed by the Professional Growth Committee to include up to four (4) Education Support Professionals and their recommendation taken to the Education Support Professional Meet and Confer team for approval. If the application for a new national certification is submitted by January 15 of the prior year and is approved by the Professional Growth Committee and Meet and Confer, it can be recognized in the current year.

RECLASSIFICATION

Kyrene School District

The District will include Education Support Professionals (ESP) employees input in reclassification decisions through a process determined by a liaison group composed of members of the recognized KESPA employee association and District administration.

<https://www.kyrene.org/about-kyrene/departments/talent-management/employees>

REEMPLOYMENT OF FORMER EMPLOYEES

Kyrene School District

Retirement

Any employee who has retired from the District and is seeking re-employment shall be considered a new applicant and will follow the prescribed hiring practices. Kyrene Return to Work Retired Employees as defined by ASRS will receive their last documented base hourly rate, minus the full ACR or according to the placement rules of new hires, whichever is greater, if that employee is re-employed within forty-eight (48) months in the same job classification. Return to Work Employees that retired from another district will fall under the placement rules for new hires.

Resignation

Any employee who has resigned from the District and is seeking re-employment shall be considered a new applicant and will follow the prescribed hiring practices. An employee who has been previously employed by the District will receive the same hourly rate, if that employee is re-employed within forty-eight (48) months in the same job classification or the employee may choose to be placed on the new Education Support Professional's Hiring Range on the same basis as any new employee, if that would result in a higher salary. An employee being re-employed in a different job classification will be placed as a new hire.

If an employee resigns at the end of the contract year and is re-employed for the start of the following contract year, accrued absences prior to the resignation will be reinstated, unless the employee received a payout for those accruals.

Reduction in Force/Non-renewals/Position Elimination

Persons no longer employed because of a reduction in force, non-renewal or position elimination, who are re-employed during the following school year, will return with all allowable benefits accrued at the time of termination, except when the employee has been paid for those benefits.

Depending on the job vacancy, the employee will have the salary set as follows:

Upon reinstatement to the same or higher classification level in a subsequent year, the employee shall receive a salary that reflects the same salary they had prior to termination of employment or entry-level salary, whichever is higher. Upon reinstatement to a position at a different classification level, past experience will be considered when Talent Management sets salary.

An employee who has been previously employed by the District will receive the same hourly rate, including market adjustments, if that employee is re-employed within four (4) years in the same job classification.

STAFF DEVELOPMENT

Kyrene School District

Employees shall be required to attend staff development training courses provided for them during the year as directed by their supervisor and arranged by the District administration. They will be paid at their regular rate.

It is necessary for supervisors to provide an opportunity for their employees to grow and develop within their positions. To that end, supervisors will encourage employees' participation in staff development days.

If State funding allows, funds shall be provided for staff development training.

VACATION

Kyrene School District

Vacation time is accrued but is not credited during the first six (6) months of employment. An eligible employee, upon completion of six (6) months of employment, is eligible for accumulated **vacation.; however, employees who have been employed with the District less than six (6) months are eligible to submit a request to their supervisor to take a vacation day(s) during either break. If an employee terminates during the first six (6) months of employment, he/she is not eligible for accrued vacation time.

Twelve-month (12) employees who work twenty (20) hours or more per week in an eligible position for a continuous period of not less than six (6) months are eligible for prorated vacation benefits.

Twelve-month (12) employees in an eligible position, who are employed forty (40)-hours per week shall accrue vacation on a per pay period basis (in alignment with years of service identified below) based on actual time paid, not to exceed their contracted FTE.

Based on Years of

Continuous Contracted Service:

1 st - 3 rd year	Approximately ten (10) days vacation per year (accrual rate of .0384615 hours of vacation per each hour worked/paid);
4 th - 9 th year	Approximately fifteen (15) days vacation per year (accrual rate of .0576923 hours of vacation per each hour worked/paid)
10 th - 14 th year	Twenty (20) days vacation per year (accrual rate of .076923 hours of vacation per each hour worked/paid);
15 th year +.....	Equivalent to the number of days given to Administrators (currently approximately twenty-two (22) days (accrual rate of .0846154 hours of vacation per each hour worked/paid)

Twelve-month employees, who work at least twenty (20) hours per week and less than forty (40) hours per week, will receive prorated vacation accruals.

Employees should submit vacation requests through the appropriate system (see: Authorized Compensatory Absences (ACA) p.5) to their supervisor whenever possible five (5) days prior to use, failure to do so may result in vacation requests not being approved. The employee will also need to report his/her absence in the automated on-line absence reporting system as applicable. An employee may track their ACA, Comp Time and Vacation time balances through Employee Access/TCP at any time.

All employees are encouraged to use their vacation each year. If an employee transitions from a vacation eligible position to a position within the District that does not accrue vacation, the employee is encouraged to use their vacation prior to transitioning to the new position. Any unused vacation accrual time will remain available for the transitioning employee to use pending the new supervisor's approval.

Employees should use all vacation prior to severance of employment unless approved in writing by the Superintendent or designee. Any unused vacation available at the time of severance or payout shall be paid to the employee at their current hourly rate. Under no circumstances shall a payout exceed the maximum as allowed under Policy 4-302.

Employees may accrue a maximum number of vacation days per Policy 4-302. Any additional days beyond the maximum per Policy 4-302 will be lost at the start of the next fiscal year beginning (July 1). No employee will have a beginning vacation balance at the start of any Fiscal year in excess of the maximum per Policy 4-302. Vacation accruals occur on a per pay period basis, based on actual paid time, not to exceed contracted FTE.

Employees with a balance greater than the equivalent of one and one-half (1 1/2) years accrual of vacation days must use adequate vacation time to bring their balances to one and one-half (1 1/2) years accrual of vacation days by June 30 of each year.

Vacation Rollover Maximums

1 st - 3 rd year	Not to exceed 120 hours
4 th - 9 th year	Not to exceed 180 hours
10 th - 14 th year	Not to exceed 240 hours
15 th year +.....	Not to exceed 264 hours

CROSS REFERENCE: *Assignments*
Intent to Terminate
Authorized Compensatory Absences

WORKDAY/WORK WEEK/ALTERNATIVE WORK SCHEDULE

Kyrene School District

Workday

The standard workday for a regular work schedule is eight (8) hours per day excluding any meal period. Meal periods shall normally be thirty (30) uninterrupted minutes in length and is not considered part of the workday. Breaks are available as described in the table below, but they are not mandatory to be taken. Breaks cannot be combined with the meal period to extend its length. Special or split shifts may be arranged when needed, provided the total number of hours worked by an employee does not exceed forty (40) hours per week.

The meal break is not a part of the workday.

Standard breaks and mealtimes are offered as follows. Discuss and plan needed break times and meal periods with the site supervisor who has the ability to make adjustments. Employee schedules are finalized by the employee's supervisor and schedules may vary.

<u># HOURS/DAY</u>	<u># BREAKS</u>	<u># MEAL PERIOD</u>
0 to less than 4	0	0
4 to less than 6	One 15 minutes	0
6 to less than 8	One 15 minutes	One 30 minutes
8	Two 15 minutes	One 30 minutes

Meeting Free Tuesdays on Election Day (all elections)

In order to allow employees to vote on Election Day, meetings that require employee attendance before and after school or outside of district business hours, will not be held except in the following conditions:

1. IEP, 504, MET, RED or other legally required meetings with deadlines and timelines
2. Mutually agreed upon meeting by supervisor and employee (e.g. Pre or Post Observation Conference meetings)

Work week

The work schedule will not exceed forty (40)-hours per week. A workweek is defined by the number of hours that the employee is normally scheduled to work.

Alternative Work Schedule

Employees may be given the option of working four (4) ten (10) hour days by the Superintendent/designee. Alternative work schedules are not entitlement, they are an employee privilege and a management tool. They are intended to benefit both the district and employees. Schedules may be disallowed, modified, or canceled based on work demands, staff availability or perceived adverse impact related to such schedules. The opportunity to work an alternative workweek must be approved in advance by the employee's principal/director, who is ultimately responsible for decisions to continue or discontinue the alternative work schedule. This decision is non-grievable.

Daily flexible work hours may be scheduled within a 40-hour workweek. However, the Superintendent or principal/director is responsible for setting any necessary core hour or flextime scheduling range requirements on a position.

Schedule Guidelines:

- * Although an employee may be working an alternative work schedule, the workday will continue to be defined as an eight-hour day. Therefore, all personnel rules and policies presume an eight-hour workday. ACA, bereavement leave, vacation, holidays, etc. are paid based on eight-hour days.
- * Leave taken must correspond with an individual's regular scheduled hours. For example, if ACA leave occurs on a nine-hour day, then the employee will be charged for a nine-hour day. If ACA leave occurs on a ten-hour day, then the employee will be charged for a ten-hour day. Partial day absences will be prorated based upon the alternative work schedule workday.
- * In the event of an extended leave of ten 10 days or more, employees will revert back to a five (5), eight(8) hour day schedule and will take eight (8) hours of sick leave for each day they are absent.
- * When a holiday falls within an alternative workweek, the holiday is always an eight-hour day. Therefore, the employee must work thirty-two 32 hours within that workweek. Employees may:
 - take two (2) hours comp/flex time
 - take two (2) hours ACA
 - work an extra hour on two (2) days that week
 - take two (2) hours vacation time (if applicable)
 - take two (2) hours deductible time without pay
- * At times employees may be required to work on their scheduled flex day to meet the needs of the district, at the discretion of the supervisor.
- * All alternative work schedules should contain a thirty-minute lunch break when the workday is six (6) hours or more.

CROSS REFERENCE: *Authorized Compensatory Absences (ACA)*

WORKERS' COMPENSATION

Kyrene School District

Please see the Workers' Compensation policies: [3-401](#), [3-404](#) and [3-404.B](#)

CROSS REFERENCE: *Authorized Compensatory Absences (ACA)*

GRIEVANCE FORM

Policy 4-402 Employee Grievance Form

ADDENDUM 1

SALARY/ SALARY DEDUCTIONS

Kyrene School District

Setting Salary for Employees New to the District

Talent Management will review all prior experience for consideration in the initial salary placement. Experience credit will be granted based on prior compensated full-time, full-year experience. Prior experience must be directly related to the position for which the employee is being hired and must have had similar essential duties and decision-making authority. Experience will be considered for prior contracted employment or periods of self-employment when documentation is presented to Talent Management which verifies full-time, full-year employment. Experience credit will not be given for volunteer work, at-will/temporary employment or partial years.

Initial Salary Placement based upon approved prior experience shall be based upon 0-1, 2-3, and 4 or more years of related experience. A candidate may be awarded additional years of credit when vacancies occur in areas of identified critical need as recommended by Talent Management and approved by the Governing Board. This is not to exceed actual years of service which may include immediate subordinate experience directly related to the position credited at one (1) year for two (2) years of immediate subordinate experience not to exceed the midpoint of the salary structure for the position.

Education Criteria

New employees may claim their highest degree attained that is not required for their position but is directly related to their position with the District or is in an Education field to be included in their initial salary placement. Employees new to the District must provide a complete set of official transcripts from and accredited college or university which shows their degree conferred within 30 days of the start of their contract. Degrees earned outside of the United States must be submitted with a recommended U.S. Educational Equivalency. Coursework taken prior to employment will not be eligible for compensation at any time. Eligible Degree Compensation will be awarded to the highest approved degree as follows (all amounts will be broken down to an hourly rate, based upon a 12 month, 260 day, 2080 hour contract):

***Note – all amounts are approximate due to annual changes in Board approved salary schedules.**

Associates Degree: \$800/year
Bachelor Degree: \$2,200/year
Graduate /Masters Degree: \$3,000/year

Salary Deductions

1. Credit union, annuity contracts, employee organization dues, insurance premiums, Kyrene Education Foundation and United Way donations may be withheld from salary earned when requested by the employee.
2. Requests for annuity participation may be made at any time during the year. Annuity participation will be continuous, subject to applicable Internal Revenue Services (IRS) regulations.
3. Employees desiring individual and/or dependent coverage on the District health benefits policy must initiate the coverage during open enrollment or at the start of employment.

ADDENDUM 2

EMPLOYEE LEAVE BANK

Kyrene School District

KESPA operates an employee leave bank. The bank will gather ACA hours from employees to be used by leave bank members who are ill and in need of ACA hours. There are two (2) open enrollment opportunities each year from August 15 through September 15 and January 15 through February 15. At the time of enrollment, the employee must have at least 24 hours of ACA to participate in the employee leave bank.

- a) Employees who wish to participate must contribute eight (8) ACA leave hours to the employee leave bank.
 1. Beginning 7/1/2013, Education Support Professional's Leave Bank Members who have a break in employment (resignation, retirement, or termination) and are re-employed at any time, who wish to participate in the leave bank will need to rejoin the leave bank by contributing eight (8) hours during one of the open enrollment periods.
 2. **Beginning 7/1/2013, Education Support Professional's Leave Bank Members who have a break in employment due to** Reduction in Force, Non-renewal, or Position Elimination and are re-employed within twelve (12) months will have their leave bank membership reinstated.
 3. Beginning 7/1/2013, Education Support Professional's Leave Bank Members who have a break in employment due to Reduction in Force, Non-renewal, or Position Elimination and are re-employed after twelve (12) months, who wish to participate in the leave bank, will need to rejoin the leave bank by contributing eight (8) hours during one of the open enrollment periods.
- b) Leave bank members may contribute up to forty (40) hours during each open enrollment period thereafter. Employees who are retiring and have ACA hours remaining above the approved payout language will be allowed to donate up to forty (40) hours even if it is outside of a designated open enrollment period.
- c) The employee leave bank will be administered by an employee leave bank committee. The committee shall consist of three (3) employees appointed by the KESPA, who are leave bank members. Leave bank membership is not contingent upon KESPA membership.
- d) The leave bank committee will establish the guidelines and procedures for monitoring and granting leave bank hours.
- e) Only an eligible leave bank member/or designee may apply for up to ten (10) leave bank days from the Sick Leave Bank (SLB). Per Policy 4-201, 4-302, 4-302.F leave hours (this includes ACA, compensatory time and vacation) must be exhausted.
- f) Eligible leave bank members may receive days from the SLB only for serious, extreme, or catastrophic circumstances to self or immediate family members as determined by the leave bank committee. SLB days will not be granted for maternity, except when complications arise from pregnancy. (Note: Immediate family is as defined in Meet and Confer in the Employee Bereavement Absences section).

- g) Eligible leave bank members may be granted one request per school year and may apply to the SLB committee for one (1) additional request of up to ten (10) leave bank days (prorated to employee's ACA eligible FTE) during the same school year. Additional days may be granted to an employee during extreme and catastrophic circumstances. The leave bank committee will determine the number of hours granted in conjunction with information from the employee and the Kyrene School District Employee Relations department.
- h) In order for the SLB committee to determine eligibility for SLB days, the eligible leave bank member must complete the SLB request form and must provide written explanation of need including all pertinent information necessary to determine eligibility for SLB days and submit to the SLB committee for review. Incomplete request may delay committee review and approval which may result in a delay in receiving payment.
- i) All decisions are final.
- j) Unused leave bank hours shall be accumulated without limit and carried over into each consecutive year.

On an annual basis, the committee will review the balance of remaining hours to determine the need to request additional hours from the leave bank members during the open enrollment period in the fall. The review will be completed by May 31 of each year.

ADDENDUM 3

HOLIDAY WORK HOUR CALCULATIONS

Kyrene School District

A holiday has a value of 1/5th of an employee's scheduled work week hours. For example, an employee who is scheduled to work 32 hours per week, the value of a holiday is 6.4 hours. An employee would need to adjust their remaining work hours that week in order to ensure that a total of 32 hours is recorded, including the holiday of 6.4 hours.

The chart below represents the value of a day and the number of hours to be worked during a week in which a holiday occurs. Use this information when completing time logs. For other FTEs not listed, divide weekly hours by 5.

FTE *	WEEKLY HOURS	DAILY VALUE	Number of Hours to be worked during the week in which a holiday occurs
1.00	40	8.0	32.0
0.98	39	7.8	31.2
0.95	38	7.6	30.4
0.93	37	7.4	29.6
0.90	36	7.2	28.8
0.88	35	7.0	28.0
0.85	34	6.8	27.2
0.83	33	6.6	26.4
0.80	32	6.4	25.6
0.78	31	6.2	24.8
0.75	30	6.0	24.0
0.73	29	5.8	23.2
0.70	28	5.6	22.4
0.68	27	5.4	21.6
0.65	26	5.2	20.8
0.63	25	5.0	20.0
0.60	24	4.8	19.2
0.58	23	4.6	18.4
0.55	22	4.4	17.6
0.53	21	4.2	16.8
0.50	20	4.0	16.0

ADDENDUM 4
Annualized Salary Schedules

<https://www.kyrene.org/about-kyrene/departments/talent-management/employees>

*When the Governing Board approves compensation changes for all ESP salary schedules, Talent Management applies the change in the Human Resource Information System (HRIS), then Talent Management rounds to the nearest penny and publishes the new salary schedule.

ADDENDUM 5

PROFESSIONAL GROWTH COMMITTEE NATIONAL CERTIFICATION RUBRIC

NATIONAL CERTIFICATION RUBRIC	Date Certificate was Obtained Renewal date (if applicable)	Employee Date		
National Board Teacher Certification (NBC)	Criteria to Evaluate other Certifications Tier 1 (\$1200) Identify National Affiliation (per M & C)	Tiered Compensation Tier 2 (\$600) Identify National Affiliation (per M & C)	Tiered Compensation Tier 3 (\$300) Identify National Affiliation (per M & C)	Notes
1. National Affiliation - Overseen by National Board for Professional Teaching Standards.	Identification is granted with successful completion of testing. (Per M & C)	Identify National Affiliation (per M & C)	Identify National Affiliation (per M & C)	
2. Testing - 6 tests are taken, 30 minutes allowed for each test.	Certification is granted with successful completion of testing. (Per M & C)	Certification is granted with successful completion of testing. (Per M & C)	Certification is granted with successful completion of testing. (Per M & C)	
3. National certification directly relates to the employees position and provides additional expertise to the District.	(Per M & C)	(Per M & C)	(Per M & C)	
4. Portfolio - 4 entries required. Three classroom based, one demonstrating professional contribution to enhance student learning. Typically takes 1 to 2 years to complete (Takes minimum of one full school year with 200-400 clock hours outside of school day.)	Certification has extensive written submission component or requires coursework. Requires outside time commitment of 200 or more hours or *1790 hours or more clinical hours/fellowship (on the job)	There is a written coursework component however, not as extensive (100-200 hours) and/or 895 - 1789 clinical hours	Less than 100 hours coursework, and/or less than 895 clinical hours	
*Additional Criteria to be considered; Aligned with with the National Board Professional Teaching Standards. All work is assessed by a team of teachers (no less than 12, possibly more.) All evaluators are required to qualify for scoring through intensive training and demonstration of understanding.	Who evaluates the work and what are the standards? Looking for evidence of multiple evaluators or a similar stringent evaluation process.	May have an additional evaluation based on standards and rigor.	No additional evaluation beyond test.	
<i>Disclaimer: The Professional Growth Committee reserves the right to recommend further revisions to this tool if necessary.</i>				