



## Professional Agreement

*between the*

Park City Board of Education

*and the*

Park City Education Association

*of the*

Park City School District

July 1, 2024-June 30, 2027

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## **PROFESSIONAL AGREEMENT**

This Professional Agreement is made and entered into by and between the Park City BOARD of Education of the Park City School DISTRICT (hereinafter called the "DISTRICT") and the Park City Education Association (hereinafter called the "ASSOCIATION").

This agreement shall be effective July 1, 2024 and shall continue in effect until June 30, 2027 except as provided in Article XIII.

The intent of this Professional Agreement is to set forth and record herein the basic agreement between the parties on those matters relating to conditions of employment for all educators. The Negotiated Compensation Agreement, which addresses compensation, is included as an attachment to this Professional Agreement.

The Professional Agreement is reached in good faith between the DISTRICT and the ASSOCIATION with a free and open exchange of views.

## **BOARD OF EDUCATION POWERS AND DUTIES**

Except as otherwise specifically provided in this Agreement, the BOARD retains and reserves unto itself the sole and exclusive right to the executive management and administrative control of the school system, along with all other rights, powers, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Utah and the United States, including, but not limited to, the following rights and responsibilities:

- To determine and administer policy.
- To establish courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students.
- To hire all educators and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees.
- To determine the responsibilities and assignments of educators.
- To make and enforce all needful rules and regulations for the control and management of the public schools of the DISTRICT.
- To do all things needful for the maintenance, prosperity and success of the schools, and the promotion of education.

The BOARD recognizes the role of professional educators in determining and providing for the educational needs of students. Therefore, the BOARD will provide opportunities for the involvement and participation of educators individually and through the ASSOCIATION in planning and developing the best possible programs for students and educators.

## **ARTICLE I - RECOGNITION**

- 1.1. Representative: The BOARD recognizes the ASSOCIATION as the exclusive representative of the educators provided, however, that any individual educators shall have the right to present grievances with or without representation by the ASSOCIATION, in accordance with the Grievance Procedure provided herein; and provided further, that nothing in this Agreement shall be so construed as to deprive any individual of their rights under the Utah Right to Work Law.
- 1.2. Continued Recognition: The BOARD shall continue to recognize the ASSOCIATION as the exclusive representative for the term of this AGREEMENT, or any renewal, provided; however, that if the BOARD has cause to believe that a majority of the members of the bargaining unit have not designated or selected the ASSOCIATION as their representative, the BOARD may request and shall be furnished by the ASSOCIATION with proof of such designation or selection by such majority. If the ASSOCIATION fails to provide such proof, it shall not be recognized as the exclusive representative of the educators.

## ARTICLE II - DEFINITIONS

- 2.1. ASSOCIATION: The term "ASSOCIATION" means the Park City Education Association.
- 2.2. BARGAINING UNIT: The term "BARGAINING UNIT" shall include all educators with licensed contracts with the exception of administrative, classified and supervisory positions.
- 2.3. BOARD: The term "BOARD" means the BOARD of Education of the Park City School DISTRICT and, when used in this Agreement, shall refer to the governing body of the DISTRICT.
- 2.4. CAREER EMPLOYEE: The term "CAREER EMPLOYEE" refers to an individual employed by the DISTRICT who has obtained a reasonable expectation of continued employment. This is governed by Utah Code Section 53G-11- 503.
  - 2.4.1 An individual becomes a CAREER EMPLOYEE upon working three (3) consecutive school years in at least a half-time position with the DISTRICT.
  - 2.4.2 A school district may extend the provisional status of an employee up to an additional two consecutive years in accordance with a written policy adopted by the district's school board that specifies the circumstances under which an employee's provisional status may be extended.
  - 2.4.3 In order to have credit for a school year, the educator must start by October 15. If the educator starts after October 15, they must complete that school year plus three additional years before they become a CAREER EMPLOYEE.
- 2.5. CONTRACT TERM: The term "CONTRACT TERM" means the period of time during which an employee is engaged by the school district under a contract of employment, whether oral or written.
- 2.6. DOMESTIC PARTNER: The term "DOMESTIC PARTNER" means an unrelated individual of the same-sex or opposite sex with respect to when the employee submits an affidavit of domestic partnership as described in Board Policy 7065, Family Leave Policy Section II A-F.
- 2.7. DUTY FREE LUNCH: The term "DUTY FREE LUNCH" is that each educator shall be scheduled for a minimum of 30 minutes each day for a duty-free lunch. Duty free is defined as "absent student supervision". It is acknowledged that emergencies may require adjustments to the schedule.
- 2.8. EDUCATOR: The term "EDUCATOR" means any individual, except the superintendent, employed by the Park City Board of Education who is required to hold a professional license issued by the Utah State Board of Education.
- 2.9. EVALUATION: The term "EVALUATION" is that each educator is evaluated according to procedures established by and outlined in Utah Code 53G-11-507 and 508
- 2.10. EXTENDED FAMILY: The term "EXTENDED FAMILY" as related to Bereavement leave is intended to mean, grandfather, grandmother, father-in-law, mother-in- law, sister-in-law,

brother-in-law, son-in-law, daughter-in-law, granddaughter, and grandson. This definition is to be applied when using Bereavement leave.

- 2.11. **GRIEVANCE:** The term "GRIEVANCE" is a grievance shall be in response to an alleged violation of this Professional Agreement. Educators are directed to Policy 1000 - Harassment and Discrimination Prohibited and Policy 11025 - Public Complaints if their concern does not represent an alleged violation of this agreement.
- 2.12. **GRIEVANT:** The term "GRIEVANT" refers to a person or persons making the grievance. The ASSOCIATION may be the "aggrieved party".
- 2.13. **IMMEDIATE FAMILY AS RELATED TO BEREAVEMENT LEAVE:** The term "IMMEDIATE FAMILY" shall be defined as father, mother, husband, wife, domestic partner, child, miscarriage or stillbirth of child, sibling, or any legal dependent. This definition is to be applied when using Bereavement leave.
- 2.14. **IMMEDIATE FAMILY AS RELATED TO PTO for SICK LEAVE:** Refer to FMLA definition of "Immediate Family".
- 2.15. **INSURANCE BENEFITS:** The term "INSURANCE BENEFITS" includes those benefits and/or options as defined by the DISTRICT insurance plan recommended by the district insurance committee to the licensed compensation negotiations team and approved by the BOARD.
- 2.16. **NON-RENEWAL OF CONTRACT:** The term "NON-RENEWAL OF CONTRACT" is when a district intends not to offer a contract for a subsequent term of employment to a provisional employee. The district shall give notice of that intention to the employee at least 60 days before the end of the provisional employee's contract term.
- 2.17. **PART-TIME EDUCATOR:** The term "PART-TIME EDUCATOR" refers to an employee who works less than 40 hours per week. Any part-time educator working less than 20 hours per week is not eligible for any DISTRICT employment benefits except those mandated by federal and state law.
- 2.18. **PROBATIONARY EDUCATOR:** The term "PROBATIONARY EDUCATOR" refers to any educator employed by the DISTRICT, who has been advised by the DISTRICT that their performance is inadequate and has been placed on a plan of improvement.
- 2.19. **PROBATIONARY PERIOD:** The term "PROBATIONARY PERIOD" means an employment status within the DISTRICT wherein the educator is a probationary employee whose continued employment is at the discretion of the BOARD. Educators can only be removed during the term of each contract for cause or reduction in force. The probationary period provides the DISTRICT with an opportunity to observe and evaluate the performance of educators and to provide remediation and/or assistance to them to improve their performance. Further, it allows the BOARD to make judgments about the long-term potential of educators to meet the DISTRICT'S needs, standards and expectations.
- 2.20. **PROVISIONAL EDUCATOR:** The term "PROVISIONAL EDUCATOR" means an individual, other than a career employee or temporary employee, who is employed by a school district. 2.20.1 All provisional educators are given an individual "one-year contract". During the term of one year contract, the educator may be removed only for cause.

- 2.21. SICK LEAVE BANK: The Park City School District "SICK LEAVE BANK" serves as a short-term disability option; eligibility requires enrollment. Refer to Board Policy 7060 for additional information.
- 2.22. SUPERINTENDENT: The term "SUPERINTENDENT" when used in this Professional Agreement shall refer to the superintendent and/or their designee.
- 2.23. TERMINATION: The term "TERMINATION" refers to the separation of a career educator or any educator who is removed during the contract year for cause.
- 2.24. EDUCATOR SAFEGUARDS: The term "EDUCATOR SAFEGUARDS" references a process /procedure if an educator has a concern or believes they have been subject to abusive conduct, as defined in state law and District policy, by an adult or a student. (See Policy 3013)
- 2.25. PARENT TEACHER CONFERENCES: The term "PARENT TEACHER CONFERENCES" refers to designated time for teachers to review academic progress and status of an individual student with the students' parents/guardians. Licensed employees are compensated 16 hours for conducting parent teacher conferences outside of their contract time.



### **ARTICLE III - STATUS AGREEMENT**

- 3.1. **AGREEMENT TERM:** The Professional Agreement shall be effective from July 1 to June 30 each year. If a conflict arises between the Board Policy and Professional Agreement, the Licensed Professional Agreement (LPA) committee will be convened to determine what steps shall be taken to address the conflict as soon as feasible, once the issue or potential issue is identified and prior to final Board action.
- 3.2. **LEGAL PROVISION:** No board policies shall be adopted that conflict with the provisions included within the Professional Agreement. All federal and state laws will supersede provisions of this agreement.
- 3.3. **SUCCESSOR AGREEMENTS**
  - 3.3.1. Written requests for negotiation of a successor agreement may be submitted by the District to the Association, or by the Association to the District, through their representatives. Such written requests shall be submitted not later than March 15, annually or at such a later date as may be agreed upon by both parties. A written acknowledgment of the request will be made within ten (10) days of the receipt of the request. An additional year(s) may be added to the agreement based on mutual agreement of both parties during each negotiation.
  - 3.3.2. In addition, each party to this Agreement shall have the option to submit two (2) items of their choice for negotiation annually. Requested items will specify the subject matter to be considered and will include the specific written proposal(s) to be submitted for Negotiations. Such written requests shall be submitted not later than March 15 prior to the commencement of the contract year in which the changes would become effective, or at such later date as may be agreed upon by both parties. A written acknowledgment of the request will be made within ten (10) days of the receipt of the request. Additional items may be negotiated only by mutual agreement of both parties. 3.3.3. In the event that the District and the Association cannot come to agreement on the items that are brought forward, the parties may defer to the following year or follow the dispute resolution procedures outlined in Sections 53E-6-801 and 802 of the Utah Code. This agreement shall commence on July 1, 2024 and continue through June 30, 2027.
  - 3.3.4. If no agreement is reached, this agreement will continue in accordance with the provisions included in this agreement until a new agreement is negotiated between the District and the exclusive Bargaining Agent.
- 3.4. **AMENDMENTS AND MODIFICATIONS OF THE PROFESSIONAL AGREEMENT:** No additions, waivers, deletions, modifications, changes or amendments shall be made to this agreement during its life, except by mutual consent of the parties hereto. Such amendments and modifications must be executed in writing by both parties.
- 3.5. **PROFESSIONAL AGREEMENT DISTRIBUTION:** Each educator shall have access to a copy through the District's website ([www.pcschools.us](http://www.pcschools.us)).

## ARTICLE IV • WORK SCHEDULE

- 4.1. EDUCATOR'S WORK DAY: Educators are considered professionals who will make responsible decisions about use of time to do the best possible job both in their individual assignment and in support of the overall operation of the school and the school district. Educators are expected to adhere to contract time. This expectation is to ensure adequate adult supervision for student safety and to ensure access to educators for students, parents, and colleagues, both before and after school. Professional responsibility for educators includes participation in scheduled faculty meetings, parent conferences, staff development activities, graduation, back-to-school nights and district meetings. Each school will have a procedure in place for educators to request variations (such as absence, early departure, late arrival, or absence during the school day) from the general workday schedule.

4.1.1 Educators Contract Time:

- (a) 8 hour work day for educators (based on 186 days on 8-hour contract, 40 hours per week normed)
- (b) Elementary 7:45-3:45  
PCHS/TMJH 7:00-3:00  
EHMS 8:15-4:15

- 4.2. EDUCATOR PROFESSIONAL TIME: To support effective teaching and learning schools will provide educators with dedicated professional time. During professional time teachers are not scheduled with students. There are three types of professional time.

4.2.1. Types of professional time:

- (a) Individual/Group Preparation and Planning - time for classroom teachers to prepare classrooms and materials for student learning (e.g. creating and assessing student work, previewing/reviewing instructional materials, parent phone/email communications, Canvas prep, etc.) for elementary, 45 minutes 4x's per week, 90 minutes on Fridays. Group Preparation time can be directed by the building administrator on Fridays including PLC®/PD. Secondary educators are provided one period daily, Monday - Friday. Only one day per week can be set aside for PLC®; as determined by the principal based on input from staff. The remaining days in the week are protected planning time.
- (b) PLC® and Team Collaboration - time for educators to work together as a Professional Learning Community® on issues and questions of curriculum, assessment, intervention, and enrichment (e.g. collaboration, construction common formative assessments, examination of student work etc.). 45 minutes to 60 minutes per week.
- (c) For individual student meetings (IEP's and 504's) and other activities such as test proctoring, administrators will be cognizant of impacted teachers and make a purposeful effort to protect

professional planning time. Administrators may compensate with flex time or LOP if during regularly scheduled Prep.

4.2.2. Equitable planning time for specialists, special education teachers will be determined at the site level. Site level specialist, special education and planning time shall be reviewed by the building/program administrator(s) annually depending on when schedules are set or become set (spring or fall). It is recognized that there may be situations that impact time set aside for professional time.

4.2.3 The district recognizes the varied and complex nature of elementary specialists' work (including music, art, dance, library, PE, coding, life skills, makerspace, and other specialized subjects and programs). As such, elementary principals should make every effort to follow these guidelines related to scheduling, curriculum, and workload:

- (a) Specialists are responsible for developing, teaching, and administering an engaging and differentiated program for the entire student body. Their role is not intended to supplement or replace instruction in other areas (such as subbing in the general classroom, reading, academic intervention, P30, etc.).
- (b) Specialists are entitled to at least 45 minutes of daily prep time and 30 minutes of duty-free lunch. (c) Specialists shall be granted additional time as determined necessary by the principal for work related to the administration of their program or other tasks assigned by the principal. (Program related administrative tasks may include planning and holding performances, displaying artwork, library inventory, etc.). (d) Principals may assign duties (recess, dismissal, etc.) to specialists as needed.

4.3. EDUCATOR'S WORK YEAR: The educator's work year shall be within the confines of the school calendar and shall not exceed 186 days unless extended by a ratified compensation agreement. The work year includes two directed embedded professional development days as specified in the Licensed Compensation Agreement.

4.4. PART-TIME EDUCATORS: As part of the part-time educator's contract, the educator is required to attend parent/teacher conferences, faculty meetings and other essential school functions, without additional compensation. When professional staff development occurs outside the part-time educator's contract and is essential to the goals of the program, school or district compensation will be provided based on a district rate. Compensation requests shall be processed by the building administrator to the appropriate district level program director.

4.5. PROVISIONAL EDUCATOR CONSIDERATIONS: In an effort to support provisional teachers new to the profession, district office administration, principals, assistant principals, program coordinators, department chairs and mentors need to consider the following guidelines:

4.5.1. Provisional teachers may feel they need to volunteer, be on committees, coach, become a student club advisor, et al. to a level that is not

manageable/reasonable. Understanding that certain assignments are part of the position for which they've been hired, beyond that make certain that new teachers understand they should not overcommit to activities/assignments to their detriment.

4.5.2. Inform new teachers about systems that are in place to support them if they're feeling overwhelmed/over-committed. Examples of support include administration, mentor/instructional coach, PLC team members, school counselors/social workers, district intervention counselors, district health insurance program options, etc.

4.5.3. Provisional employees in specialist positions (counselor, library/media) are clearly informed about their evaluation process in concert with classroom teachers.

4.5.4. For secondary teachers:

- (a) The number of preps assigned should be addressed collaboratively by administration and departments to mitigate overloading provisional teachers multiple preps.
- (b) Buying out prep periods for provisional teachers should be done as a last resort.

4.5.5. The ESL Endorsement is a requirement by the district. However, new provisional teachers should be encouraged to delay enrollment in ESL until their second or third year. For some teachers waiting until their fourth year may need to be explored (special permission would need to be granted through HR for this to occur). Foreign language DLI teachers are not required to obtain an ESL endorsement.

4.6 PARENT TEACHER CONFERENCES: Parent Teacher Conferences are an important part of the Educational process and refers to designated time for teachers to review academic progress and status of an individual student with the students' parents/guardians. Educators are compensated, two days in the calendar or 16 hours for parent teacher conferences. These do count as educational days within the school year calendar. The following guidelines are to be followed for parent teacher conferences:

**Elementary:** (Two week window in Fall and Spring)

- 4 hours evening in Fall
- 4 hours evening in Spring
- 4 hours after school Fall outside of contract time
- 4 hours after school Spring outside of contract time

**Middle:**

- 8 hours evening in Fall
- 4 hours evening event in Spring
- 4 single hour Spring contact dates outside of contract time

**Junior High:**

- 4 hours evening in Fall
- 4 hours evening in Spring
- 4 hours after school Fall outside of contract time
- 4 hours after school Spring outside of contract time

**High School:**

- 4 hours evening in Fall
- 4 hours evening in Spring
- 4 hours after school Fall outside of contract time
- 4 hours after school Spring outside of contract time

Parent Teacher Conferences need to be conducted outside of educators contract time.

- Elementary 7:45-3:45
- PCHS/TMJH 7:00-3:00
- EHMS 8:15-4:15

- 4.7 EDUCATOR SAFEGUARDS: If an educator has a concern or believes they have been subjected to abusive conduct, as defined in state law and District policy, by a parent or a student, the educator will inform or meet with their building administrator. The educator may request assistance from the administrator at the educator's school. An administrator shall investigate the abusive conduct, and if substantiated, shall take proactive steps to protect the employee from current and future abusive conduct. An administrator may consider the educator's suggestions or requests for resolutions; however, the final determination of actions is the sole discretion of the Administrator.

See Policy 3013

## ARTICLE V - SALARY PROCEDURES

- 5.1. **PLACEMENT ON THE SALARY SCHEDULE:** Teaching experience in other districts shall be evaluated by the superintendent or designee. For initial appointment on the salary schedule, an educator must comply with the following:
- 5.2. Educators must be fully licensed as prescribed by law and the rules and regulations of the Utah State Board of Education. Each educator is responsible for completing the necessary procedures for licensure and re-licensure in a timely fashion. Failure to comply with the licensure rules of the state may result in adverse employment action.
- 5.3. As of July 1, 2023, educators new to the DISTRICT shall receive a year's credit on the salary schedule placement for each successful FTE year in a public or accredited private elementary/secondary school (example: applicable teaching experience completed is equivalent to 8 FTE years, the employee would be placed on step 9.)
- 5.4. Allowable experience shall be based upon public school teaching, which is certified by the respective districts where employment took place. At the time of employment, the DISTRICT shall evaluate experience in private schools, institutions of higher education, or other professional employment and grant credit if approved by the superintendent or designee. The BOARD reserves the right to further limit accredited teaching experience outside of Park City.
- 5.5. **LANE CHANGE/ENDORSEMENT CREDIT/ENDORSEMENT EQUIVALENT CREDIT:** A teacher seeking a lane change/endorsement credit must submit appropriate materials documenting sufficient credit/degrees for a lane change to the human resources department. Documentation must be submitted on or before August 30 or January 15. Credit for up to three endorsements are allowable with a maximum of one new endorsement per school year. Payroll adjustments take place in the September or February paycheck.
  - 5.5.1 New employees will be given credit for all applicable endorsements they have received.
- 5.6. **CRITERIA FOR MASTER'S DEGREE AND ENDORSEMENT CREDIT:**
  - 5.6.1. Master's Degrees toward a lane change and Endorsements toward a stipend must be approved by the licensed employee's Principal/Supervisor and the Superintendent/Designee. The request must include how the Master's degree or endorsement will meet district and school goals for improved student achievement. Licensed employees who earn a Master's degree, which includes an additional endorsement, will not be able to claim the endorsement along with the lane change.
  - 5.6.2. DISTRICT Approved Endorsements and/or License for Credit on the Salary schedule include:
    - (a) Elementary Visual Art Specialist
    - (b) English as a Second Language
    - (c) Gifted and Talented
    - (e) Dual Language Immersion

- (f) Elementary Mathematics
- (g) Educational Technology
- (h) Literacy Specialist K-12
- (i) Elementary STEM
- (j) Instructional Coaching
- (k) Administration License (not assigned as a district administrator)
- (l) Retired Endorsements: Employees hired before July 1, 2023 with these endorsements will continue to receive credit on the salary schedule for the duration of their employment.
  - Arts Integration (K-6)
  - Distance Learning (K-12)
  - Math (K-6)
  - Reading Level I (Basic - K-12)
  - Stem (K-12)

5.6.3. A licensed employee in a specialized area may submit consideration for an Endorsement Equivalent if the Equivalent meets the following criteria:

- (a) The endorsement is not currently on the approved list;
- (b) The endorsement is not required for the position(s) of original hire, or based on a request into a position for which the employee is/was not endorsed;
- (c) The endorsement is a Utah State Office of Education recognized endorsement;
- (d) The program is designed for depth of study;
- (e) The program is commensurate with the time, and effort, and rigor put into other endorsement programs; and
- (f) It is aligned with district goals identified and approved according to 5.3.1.

5.6.4. ENDORSEMENT CREDIT must be earned after completion of requirements for licensure. An exception is for an Alternative Pathway to Professional Educator License (APPEL) candidate that completes their licensure requirements as a PCSD employee AND is required to participate in an endorsement program, upon receipt of the Professional License the endorsement credit can be applied toward a lane change.

5.7. CREDITS AUTHORIZED WITHOUT PRIOR APPROVAL: All graduate degree credits, which meet the above criteria, shall be accepted for lane change purposes. Completion of the advanced degree from an accredited institution shall place the person on the appropriate lane. Graduate degrees that do not meet the above criteria may be appealed to the Superintendent or designee for lane change credit.

5.8. PAY: Educator's salaries shall be paid in 12 monthly installments.

5.9. COMPENSATION VERIFICATION: A compensation verification notice will be sent to each educator outlining step and lane, individual salary, FICA, retirement, 401 K, medical, dental, LTD, life and vision insurance prior to September payroll deposits for the coming year. It is the responsibility of the employee to verify the accuracy of the information on the compensation verification notice and return it to the district office.

5.10. UTAH STATE RETIREMENT SYSTEM REQUIRED: All educators who work 20 hours per week or more are required to participate in the Utah State Retirement System as provided by law.

5.11. PAYROLL DEDUCTION: The DISTRICT may deduct from the salaries of the educators, with approval of the business administrator, the following:

- (a) Dues to the ASSOCIATION.
- (b) Premiums for BOARD approved health and welfare benefits.
- (c) Tax sheltered annuities.
- (d) Automatic savings.
- (e) Flexible spending.
- (f) Other appropriate and mutually agreed upon deductions.
- (g) Deductions itemized above shall be made only upon written request by the educator.

5.12. PAY FOR DISTRICT STAFF TRAINING AND CURRICULUM DEVELOPMENT AND EXTRA DUTY PAY: Stipends may be available for special projects based on the nature of special contract activities. Considerations include but may not be limited to:

5.12.1 In general, activities that do not require preparation from teachers will be compensated at the BS-1 rate. When the primary duties are: providing supervision, support, and availability that is accessed randomly by students, BS-1 rate applies. Activities that require teacher preparation, expertise and specially-designed (specialized) instruction to improve academic performance tied to a specific outcome, teachers will be compensated at their daily rate.

- (a) Teaching preparatory classes in licensed/endorsed subjects (outside of contract and/or during the summer): Hourly Rate
- (b) Loss of Prep: Hourly Rate
- (c) Summer school: Hourly Rate
- (d) Homebound/Hospital instruction: Hourly Rate
- (e) After-school homework clubs: BS-1 Hourly Rate
- (f) Curriculum Mapping: BS-1 Hourly Rate
- (g) Reader/Grader: BS-1 Hourly Rate
- (h) Conference/Training attendance initiated/requested/required by the district (determining factors include is the activity initiated as an option, requested or required by the district, the activity is considered contract work or not. and/or during the contract year vs. during the summer, is district paying for flights, ground transportation, hotel, per-diem, conference registration, etc.):
  - District requested/required attendance: Hourly Rate
  - Teacher requested/approved: BS-1 Hourly Rate
  - Optional attendance: BS-1 Hourly Rate
- (i) District sponsored summer professional development {determining factors include is the activity initiated as an option, requested, or required by the district):



- District requested/required attendance: Hourly Rate
  - Teacher requested/approved: BS-1 Hourly Rate
  - Optional attendance: BS-1 Hourly Rate
- (j) Conference attendance initiated/requested by the employee: No Additional Compensation
  - (k) Extracurricular activities (i.e. chaperoning events, ticket sales/collection, scorekeeping, announcing, etc.): \$25 Hourly Rate
  - (l) Utah Students Connect: Paid at the Stipend Rate based on Consortium Scale

5.12.2. Grants made available through in-district or out-of-district sources will compensate educators at their hourly rate if participation is mandatory. However, grants that are voluntary will compensate participants according to the grant's stipulations and funds available as determined by the district's grant administrator.

#### 5.13. ELEMENTARY-LARGE CLASS SIZE AND PARENT TEACHER CONFERENCE RECOGNITION:

5.13.1 In recognition of the additional time that goes into completing Parent/Teacher conferences for elementary classes that are larger than average, defined as 25 or higher, including dual language teachers who may have double the caseload of other elementary teachers, the educator shall be entitled to the following:

- a. Teachers with more than 24 students can either complete those additional parent conferences during the contract day and have a substitute cover their class OR receive additional compensation at their hourly rate for time spent doing the conferences outside of contract.
- b. Calculation for either option is computed at the rate of 20 minutes per parent conference.

5.14 An educator hired during the academic year will advance one step on the PCSD salary schedule if their combined employment between PCSD and a previous school, in the same school year, is equivalent to or greater than a .68 FTE year of service

## **ARTICLE VI - INSURANCE BENEFITS**

- 6.1. District insurance committee: The District Insurance Committee is chaired by the business administrator and includes representatives from PCEA consisting of Association leadership and/or designee(s) in accordance with the insurance committee by-laws.
- 6.1.1. The insurance committee shall engage in a collaborative process to discuss, study, and recommend options on issues related to insurance to the District and to negotiation teams.
  - 6.1.2. Insurance committee duties may include but not be limited to consulting with negotiations teams; assessing self-funding utilization rates and impact; developing wellness incentives; and those responsibilities contained in the insurance committee by-laws.
  - 6.1.3. The insurance benefits plan and eligibility are outlined on the district's website.
  - 6.1.4. In the event that licensed negotiations have not been completed and a deadline(s) for making insurance decisions cannot be delayed, two options may be considered:
    - 6.1.4.1. The previous negotiated insurance options and rates will continue, or
    - 6.1.4.2. The Board may take action restricted to recommendations from the insurance committee.

## ARTICLE VII - LEAVES OR ABSENCES WITH PAY

- 7.1. PAID TIME OFF (PTO): PTO may be used for illness, accident, or recuperation from the same for the employee or a member of their immediate family, and personal leave for business/personal matters which cannot be scheduled outside the school day.
- 7.1.1. PTO, bereavement, and sabbatical, for part-time educators shall be prorated according to the percent of full-time equivalency (FTE). No other leave shall be allowed for part-time educators.
  - 7.1.2. The educator shall be allowed PTO leave at the rate of 11 days per year cumulative to a maximum of 180 days.
  - 7.1.3. The DISTRICT shall pay for the cost of the substitute educator, when needed, for days used. The days used shall be deducted from the accumulated days of PTO leave.
  - 7.1.4. PTO leave taken beyond the accumulated amount shall result in deduction of pay equal to the educator's daily rate of pay for that period.
  - 7.1.5. Full pay shall be allowed upon the completion of the absence procedure provided by the site administrator or immediate supervisor or District Administration when required and approved by them.
  - 7.1.6. If an educator misses five consecutive days of work because of illness or accident, or if PTO leave misuse is suspected, a physician's statement verifying the medical cause of the educator's absence must be submitted to Human Resources.
  - 7.1.7. The PTO leave allowance during the first year of service for educators whose employment begins after the start of the regular contract year shall be prorated according to the ratio of the number of days of possible service years to the total number of days during the contract year or employment year.
  - 7.1.8. Educators may take no more than four consecutive PTO days annually with pay for personal reasons.
    - (a) As Professionals, PTO leave should not be taken the day before or after a school holiday or during the first five and last five days of the school year. Life events such as, but not limited to, graduations, marriage, births, unanticipated moves, illness and an emergency may require leave during this time. As with all leave, administrators have the right to not approve if it is going to jeopardize the safety and/or teaching, learning, and/or business requirements of the school, program, and/or department. (See Criteria for approval below 7.2.3)
    - (b) PTO leave may be used by educators who wish to observe religious holidays.

7.2. LEAVE WITHOUT PAY: Approval of leave without pay for up to a total of four days per year may be approved by the principal.

7.2.1. All leave without pay requests up to four days per year that may be approved at the building level must be submitted at least three days ahead of time and pre-approved.

7.2.2. Leave without pay requests exceeding four (4) consecutive contract days must be submitted at least 30 calendar days ahead of time, except in case of emergency or exceptional circumstance, and must be approved by the superintendent or designee.

7.2.3. Criteria for approval include:

- (a) The circumstances behind the request, the availability of a qualified substitute, and the absence history of the employee.
- (b) Consideration will be given depending on the number of teachers out of the building and school district substitute needs for the days of the request.
- (c) Principal written recommendation and signed form accompanies the request.
- (d) As professionals, leave should not be taken before or after a school holiday, during the first and last weeks' five (5) days of school except in case of emergency or with the approval of Human Resources under exceptional circumstances.

7.3. SABBATICAL LEAVE: An educator may apply for a year's BOARD approved sabbatical leave. This leave is for the professional growth of the educator as it relates to current or future duties within, and to the benefit of the Park City School District. A request for a sabbatical leave must include an application with a statement of the educational goal and plan, which indicates how that goal shall be achieved. The request shall need approval by the principal and the superintendent prior to submission to the BOARD. A sabbatical leave may be granted to an educator for up to one school year.

7.3.1. To qualify for a sabbatical leave, the educator will have completed six successful years in the DISTRICT.

7.3.2. An educator may be awarded a sabbatical leave at seven-year intervals.

7.3.3. Two full-year sabbaticals may be granted per year districtwide.

7.3.4. During the sabbatical year, the educator shall receive 50% of the prior year's salary.

7.3.5. Upon return to the DISTRICT, the educator shall commit to a minimum of two years' service to the DISTRICT or shall pay the entire sum of the salary, plus the

entire sum of fringe benefits paid during the sabbatical year to the DISTRICT.

- 7.3.6. The DISTRICT shall pay the negotiated insurance benefits for educators during the sabbatical year.
- 7.3.7. Credits earned may be submitted for approval. A step increase will not be granted for the leave year.
- 7.3.8. The educator shall be offered the same position in which they were employed before the sabbatical year upon return to the DISTRICT.
- 7.3.9. To assure an orderly process, an application for sabbatical leave must be acted upon no later than the following dates:
  - (a) January 15 - Written plan and application submitted to the principal.
  - (b) January 31 - Written plan and application if approved by the principal submitted to the human resources department.
  - (c) March 10 - (or before to coincide with the regular BOARD meeting) - Written plan and application with principal's and superintendent's recommendation submitted to the BOARD.
  - (d) April 1 - Written notification of approval or denial of sabbatical request shall be provided by the BOARD.

7.4. **BEREAVEMENT LEAVE:** In case of a death in the educator's immediate family, full salary shall be allowed for five consecutive days. The first two days' leave that an educator may take shall be granted without deduction from the educator's accumulated PTO leave. The third through the fifth day shall be deducted from the educator's PTO leave. Up to five additional days may be requested, if PTO leave is available, by contacting the Human Resource Director. A request for additional days, beyond the five additional approved by the HR director, and/or other exceptions to bereavement leave will be considered by a committee made up of a licensed educator, a classified representative, the Business Administrator and the Human Resource Director.

- 7.4.1. In case of a death in the educator's extended family, full salary shall be allowed for up to three consecutive days. The first two of these leave days shall not be deducted from the educator's accumulated PTO leave, but the third day shall be deducted from the educator's PTO leave, if available up to 3 additional PTO days may be requested if leave is available by contacting the Director of Human Resources. A request for additional days beyond the 3 approved by the HR Director and/or other exceptions to bereavement leave will be considered by a committee made up of a licensed employee, a classified employee, the Business Administrator and the Director of Human Resources.
- 7.4.2. If the educator must travel in excess of 500 miles from their permanent residence to attend the funeral services, up to two additional leave days may be taken. Such additional days shall be deducted from the educator's accumulated PTO leave. Eligibility shall be determined using official state highway mileage distance calculations.

- 7.4.3. Funeral attendance for non-family members must be approved by the principal. If the educator's absence involves more than 3 hours, such leave would be deducted from the educator's accumulated PTO leave.

## **ARTICLE VIII • UNPAID LEAVE OF ABSENCE**

- 8.1. Upon recommendations from the principal and superintendent and subsequent approval of the BOARD, unpaid leaves of absences may be granted up to one year only. For that year, the DISTRICT shall have no obligation to continue payments to or for the benefits of the educator. These leaves shall include, but not limited to, professional leave and extended leave of absences.
  - 8.1.1. A written request for an unpaid leave of absence must be submitted to the principal, to the human resources department, and to the superintendent by February 15. A request that is approved by the principal and superintendent will be forwarded and acted upon by the BOARD by March 1 or by the first regular BOARD meeting in March prior to the school year that the leave is requested.
  - 8.1.2. The educator taking the unpaid leave must notify the DISTRICT of their intent to return by March 1 of the leave year. Educators may request a waiver from the Board of Education and the Park City Education Association by the March 1 deadline due to significant unforeseen circumstances. Both the BOARD and the ASSOCIATION must approve of the waiver.
  - 8.1.3. During the time, an educator is on an unpaid leave of absence, a replacement educator shall be hired. Upon return to the DISTRICT, the educator shall return to a position for which they are licensed. The superintendent or their designee shall determine placement when the educator returns.
  - 8.1.4. Upon receiving an eligible request for an unpaid leave of absence, the Human Resource Director will determine the need for a replacement educator to be employed on a one-year contract. This need will be based on a number of factors to include but not be limited to: the areas in which the educator is licensed or is eligible for licensure; the number of comparable positions in the DISTRICT and the student growth or non-growth expected in the DISTRICT for the following year.
  - 8.1.5. Effective immediately upon completion of a signed agreement, the returning educator shall notify the director of human resources no later than March 1 of their intent to return to the DISTRICT the following year. The director of human resources shall work with building administrators to determine vacancies for which the educator is licensed or is eligible to be licensed. Principals shall interview the educator and make recommendations to the director of human resources. The educator shall also inform the director of human resources regarding their preferred placement. The director of human resources will confer with the superintendent where a final placement decision will be made.
  - 8.1.6. Credits earned may be submitted for approval.
  - 8.1.7. No experience (step) credit shall be granted on the salary schedule.
  - 8.1.8. An educator may be granted an unpaid leave of absence after becoming a career educator.

8.1.9. An educator may be granted an unpaid leave of absence at four years intervals.

8.1.10. This leave shall not be granted in successive years except for personal illness or injury.



## **ARTICLE IX - PART-TIME EDUCATORS**

- 9.1. Educators may request, through their principal, a reduction in contract time. Principals may recommend approval to the superintendent, provided it is reasonable and benefits the school district and does not negatively impact programs and curriculum. Requests must be submitted by February 1 of the year prior to the reduced FTE. Exceptions will be considered after this date only for unique circumstances such as illness or injury.
  - 9.1.1. Part-time educators' schedules will be established by the building principal and approved by the superintendent. The needs of students within the school's educational program shall be of primary concern, and any arrangement must be compatible with DISTRICT philosophy and goals. (See definition of "part-time educators" in Section 4.3.)
  - 9.1.2. Educators working at least one-half time (.50 FTE) but less than .68 FTE, shall receive one full step on the salary schedule every two years. Educators working at least .68 FTE shall receive a full step increase for the following year.
  - 9.1.3. Return to full-time status from part-time status shall be dependent upon the availability of a position. 9.1.4 Educators and their respective administrator(s) are required to meet with Human Resources prior to being approved for a reduced FTE to ensure they are fully aware of the potential impact for both parties.

## ARTICLE X. JOB SHARING

- 10.1. Job-sharing is a voluntary program that shall allow two DISTRICT employees who are licensed educators to share one position with the recommendation of the principal and superintendent and the approval of the BOARD. Job sharing under certain circumstances may provide a positive alternative in the school-staffing pattern. The needs of students within the school's educational program shall be of primary concern, and any arrangement must be compatible with DISTRICT philosophy and goals.

10.1.1. The schedule for educators in a job share shall be established by the building principal and approved by the superintendent. It shall not be deemed appropriate to adopt schedules that anticipate long absence of educators; i.e. extended vacations, or additional personal days. Whenever a sharing educator is absent from their work as per the pre-arranged schedule, a record of their absence shall be indicated by the employee on their individual payroll sheets and maintained by the principal's office and reported to the payroll office. All absences shall be recorded using the DISTRICT payroll form.

10.1.2. The schedule for educators in a job share shall be established by the building principal and have had one or more years of successful teaching experience in the DISTRICT.

- (a) If no current district educator is available to participate in the job share, the part-time position shall be posted and go through the hiring process.
- (b) Educators who are participating in a job share shall be considered part-time educators as defined in this agreement, and return to full-time status at the completion of a job share shall be dependent upon the availability of a position. (See reference to "part-time educators" in Section 43.)
- (c) To assure an orderly process, an application must be submitted no later than the following dates:
- (d) February 10- The job share form and written plan must be presented to the principal by the licensed educators desiring job share for the position starting at the beginning of the next school year. Each job-sharing plan is only approved for a single contract year. Any desired job share arrangement that varies from the provisions in this agreement shall include in the written plan, which accompanies the application specific explanation and justification for the variations, which are requested.
- (e) March 1 - The job share form and written plan with the principal's recommendation will be submitted to the director of human resources.
- (f) March - At the first regular BOARD meeting, the written plan with the superintendent's recommendation shall be approved or rejected by the BOARD.

10.1.3. Upon BOARD approval, each job share applicant must sign a job share contract for the shared position. Each applicant must agree to return to a full-time status in the event one of the participants in a shared job is unable to continue in the

shared assignment or may select another job share partner. If an educator on a job share contract is granted a leave of absence, the shared assignment becomes null and void. Each applicant for a job-sharing position must be licensed to teach those subjects/grade levels involved in the shared job.

- 10.1.4 As part of the job-sharing contract, both licensed educators are required to attend parent/teacher conferences, all scheduled faculty meetings, in-service activities, and any other school activities requiring other educators' attendance without additional compensation. The principal shall make every effort to provide the schedule for planned meetings and other requirements as early as possible in the school year.
- 10.1.5 Subject to the approval of the principal, educators in a job-sharing position may substitute for each other at substitute wages or job share partners may exchange days up to 5 days each, per school year. Other than for an extended illness, no more than two consecutive days may be exchanged. A record of the days exchanged will be maintained by the building principal. In the event that one licensed educator resigns, the other educator will assume the full job responsibility until a replacement can be hired. Such an educator shall receive the full-time contract rate during the interim.
- 10.1.6 An educator involved in job sharing is required to pay, in addition to the educator's contribution required for fringe benefits, one-half of the DISTRICT'S contribution for health insurance benefits.

## **ARTICLE XI - DISTRICT SPONSORED SPECIAL ASSIGNMENT**

- 11.1. District Sponsored Special Assignment Positions are offered to current employees based on a specialized program of support or training for other licensed employees in the school district. Examples of special assignment positions include but are not limited to instructional coaches, and interventionists, Special Assignments may be time limited depending on the nature of the program and budgetary considerations.
  - 11.1.1. Unless otherwise specified, Special Assignment Positions will require a minimum commitment of two years.
  - 11.1.2. An educator on a Special Assignment Contract is expected to work the standard 184-day contract. Additional days beyond the 184-day contract may be required depending on the position and will be compensated at the educator's daily rate of pay.
  - 11.1.3. If a licensed employee is unable to or chooses not to return to the Special Assignment Position for an upcoming school year, she/he must notify the district by March 1 of the current school year. Similarly, if the District is unable to sustain the position, or chooses not to maintain a licensed employee in the position for an upcoming school year, the district must notify the licensed employee by March 1 of the current school year.
  - 11.1.4. If the educator on Special Assignment returns to the classroom after a one-year absence, they will be guaranteed their same position and FTE unless a mutually agreed upon alternative is available. If after two, the educator will be guaranteed placement in a position for which they are qualified. Every effort will be made to accommodate placement based on teacher preference.
  - 11.1.5. A yearly evaluation will be conducted on the performance of licensed employees in this position by the program supervisor and/or by the building principal, depending on the nature of the position.

## ARTICLE XII - INVOLUNTARY TRANSFERS

- 12.1. Under general provisions of IIA from Policy 7100 Professional Staff Transfers, transfers will be based upon the needs of the school system and upon the qualifications of the staff members. Transfer recommendations shall be made to the superintendent who has final authority.
- 12.2. When student enrollment changes and/or change in school program necessitates staffing changes, decisions shall be made based on the staffing needs of the district, the needs of the school(s) involved and the relative qualifications of the licensed staff to fill the available positions in the following manner. Unless there is a RIF, then the FTE status of the employees need to stay the same or increase.
  - 12.2.1. School Reassignment: Efforts will first be made to adjust staffing needs through reassignment of positions at the school(s). If an educator is underqualified for the reassignment, the administrator making the changes will notify the educator of the potential use of a letter of authorization issued by the Utah State Board of Education.
  - 12.2.2. Voluntary Transfer: If staffing changes are still necessary after school level reassignments have been completed, the district will post for internal voluntary transfer assignments.
  - 12.2.3. Involuntary Transfer: If after steps 12.2.1 and 12.2.2, involuntary transfers are necessitated, the following shall occur:
    - (a) Notice of the possibility of involuntary transfer shall be given to affected educators as it becomes available.
    - (b) Administrators will consider the following in determining/identifying which educator(s) may be transferred based on the needs of the district:
      1. Licensure and endorsement(s) relevant to the current location and or to the position/location considered for transfer.
      2. Major and minor fields of preparation
      3. Degree level
      4. Area(s) of competence
      5. Quality of teaching performance
      6. Grade level or subject experience
      7. Extra-duty assignments
      8. Special abilities
      9. Ability to collaborate with peers
      10. Length of service with the district
      11. Qualifications/expertise required for open position
    - (c) Upon determining which educator(s) may be transferred, administration will meet with a teacher representative(s) for feedback on the process and consideration for those identified for possible transfer.
    - (d) Licensed staff shall be notified by the superintendent or designee and given the reason(s) for the transfer. Transfers shall not be

announced publicly - i.e. at a faculty meeting, tweeted or in a radio interview.

1. Opportunity to return to school should be discussed as a part of the transfer process.
2. If the location and/or position changes from the one(s) originally considered, administration, in consultation with a teacher representative(s) shall review and determine if involuntary transfer(s) should continue or if the process should be reconsidered in full or in part.

12.2.4. Any request from a principal for an involuntary transfer of a licensed staff member shall be forwarded directly to the superintendent who will review the request and make the final decision.

### ARTICLE XIII - PROFESSIONAL AGREEMENT

#### 13.1. APPROVAL:

- 13.1.1. When tentative agreement has been reached, it shall be reduced to writing, dated and signed by both parties. All such signed agreements remain tentative and subject to renegotiations pending completion of an agreement on the entire package.
- 13.1.2. Agreement between the parties shall become effective upon approval by the BOARD and the ASSOCIATION membership.

#### 13.2. PROCEDURES:

- 13.2.1. The Professional Agreement includes terms and conditions of employment not addressed in the Negotiated Compensation Agreement.
  - (a) Any revisions agreed to through the collaborative process would go into effect July 1. Revisions which are additions to the budget (not trade-offs or cost neutral) may be adopted by the teams conditionally and will be considered for funding through the budget process.
- 13.2.2. The membership of the participating teams from the ASSOCIATION and the BOARD shall be at the discretion of each party, except that the team members shall have completed a recognized training program in collaborative processes unless agreed to by both groups.
- 13.2.3. Non-team members, such as outside experts or persons with knowledge of a specific area, may be invited to meetings; however, the meetings are to be considered collaborative work sessions and are not open to non-team members unless prior notice is given to the team members.
- 13.2.4. A trained facilitator agreed to by both teams may be used to expedite the work of the teams.
- 13.2.5. A summary report of the work of the teams shall be released periodically as approved by the two teams.
- 13.2.6. During the period of collaborative work sessions, upon reasonable request of either party, the other shall make public records available.

#### 13.3. IMPASSE: Please refer to Utah Code 53E-6-801 and 802 for Dispute Resolution.

#### **ARTICLE XIV - Negotiated Compensation Agreement**

- 14.1. SALARIES & RELATED COMPENSATION: Salaries and related compensation shall be covered in the Negotiated Compensation Agreement. For the purpose of this document, related compensation would include employee related insurance benefits.

14.1.1. The Negotiated Compensation Agreement shall be an attachment to the Professional Agreement.

- 14.2. SETTLEMENT PROCESS: Negotiations shall commence no later than April 1 of the year of expiration of the Negotiated Compensation Agreement.

- 14.3. RATIFICATION:

14.3.1. When tentative agreement has been reached, it shall be reduced to writing, dated and signed by both parties. All such signed agreements remain tentative and subject to renegotiations pending completion of an agreement on the entire package.

14.3.2. Agreement between the parties shall become effective upon ratification by the BOARD and the ASSOCIATION membership.

- 14.4. PROCEDURES:

14.4.1. The membership of the participating teams from the ASSOCIATION and the BOARD shall be at the discretion of each party, except that the team members shall have completed a recognized training program in collaborative processes unless agreed to by both groups.

14.4.2. These meetings are open to the public and press unless closed by agreement of the team members. Outside experts or persons with knowledge of a specific area, may be invited to meetings; however, other team members should be notified of their attendance in advance of the meeting.

14.4.3. A trained facilitator agreed to by both teams shall be used to expedite the work of the teams. If agreed to by both teams, both meetings may occur without a trained facilitator present.

14.4.4. A summary report of the work of the teams shall be released periodically as approved by the two teams.

14.4.5. During the period of collaborative work sessions, upon reasonable request of either party, the other shall make public records available.



## **ARTICLE XV - DISMISSAL PROCEDURES**

- 15.1. **PROVISIONAL EDUCATORS:** Educators employed by the DISTRICT less than three consecutive years are provisional educators without expectation of continued employment beyond the end of the current contract term. A provisional educator is employed for a succeeding contract term unless otherwise notified in writing by the BOARD or its authorized agent. Under certain circumstances, provisional status may be extended for a fourth or fifth year. Not having an expectation of continued employment in a subsequent contract term, a provisional educator does not have the right to a hearing before the BOARD or to complain of the failure of the BOARD to offer a subsequent contract.
- 15.2. **CAREER EDUCATORS:** Please refer to Utah Code 53G-11 512 to 516 for Dismissal Procedures.

## **ARTICLE XVI- GRIEVANCE PROCEDURE**

- 16.1. **PURPOSE:** The purpose of this procedure is to secure, at the lowest possible administrative level, fair and equitable solutions to grievances which may arise between educators and the DISTRICT. Both parties agree that these proceedings shall be kept informal and confidential at all levels of the procedures. All parties shall cooperate and act in good faith to resolve the grievance.
- 16.2. **PROCEDURES-LEVEL 1:** Time limits for filing grievance - a grievance must be filed within 15 working days of the event, action, or inaction upon which the grievance is based. In the event that an employee becomes aware that a violation has occurred after the stated 15 working days, the employee must file the grievance within 15 working days after they became aware that a violation has occurred. Failure to file a grievance within the period specified shall constitute a waiver of the grievance. Ignorance of the procedures in this agreement does not constitute a right to extend the 15 working days as listed above.
  - 16.2.1. **Informal Resolution:** The grievant shall initially discuss the grievance with the administrator or person with whom they have the grievance, with the objective of resolving the matter in an informal manner.
  - 16.2.2. A representative of the ASSOCIATION shall be given the opportunity to be present at any meeting under this article, except the informal resolution level, unless specifically requested by the grievant. The aggrieved party may have equal representation.
- 16.3. **FORMAL ACTION-LEVEL II:** If the grievance cannot be solved informally:
  - 16.3.1. If the grievant is not satisfied with the disposition of their grievance at the Informal level, they may file the grievance in writing with their immediate supervisor within 10 working days after the completion of Level I Informal Procedures. The written grievance shall specify the specific action or inaction being grieved, the contract provision or provisions and sections or paragraphs thereof alleged to have been violated, and the specific remedy sought. The supervisor shall have 15 working days in which to respond in writing to the grievance.
  - 16.3.2. The aggrieved shall accept or reject the decision rendered within five working days. If rejected, the grievance is referred and must be appealed in writing to the superintendent within five working days. Otherwise, if not referred or appealed, the decision stands.
- 16.4. **FORMAL ACTION-LEVEL III: SUPERINTENDENT**
  - 16.4.1. Within 15 days after the receipt of the written grievance by the superintendent, the superintendent shall meet with the aggrieved person to resolve it. The superintendent shall render a written decision within 10 working days of the meeting.
- 16.5. **FORMAL ACTION-LEVEL IV: BOARD OF EDUCATION**

- 16.5.1. Appeal to the BOARD - If the grievant is not satisfied with the decision of the superintendent, the grievance may be appealed to the BOARD by written appeal within five working days after Level III written decision has been received.
- 16.5.2. Within 10 working days of receipt of the grievance, the BOARD shall establish a hearing date to hear testimony of all interested parties. The BOARD shall have authority to call witnesses for the hearing. Such hearing shall be held within 20 working days of filing the grievance with the BOARD.
- 16.5.3. Within 30 working days of the hearing, the BOARD shall issue its response to the grievance. This response shall be considered resolved by the BOARD.

#### 16.6. MEDIATION-LEVEL V.


- 16.6.1. If the grievance is not resolved at Level IV, or if no disposition is received within the time limits and both parties agree, the ASSOCIATION may appeal the grievance to mediation within 30 working days of receipt of the Level IV disposition or expiration of the time limit.
- 16.6.2. The grievance shall be appealed to the Federal Mediation and Conciliatory Services.
- 16.6.3. Each party shall be responsible for its own costs of preparing for mediation. The parties shall share equally the costs of the mediator.
- 16.6.4. The BOARD and the ASSOCIATION agree that the mediator's decision shall be advisory only.

#### 16.7. MISCELLANEOUS:

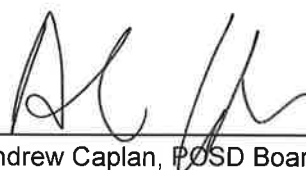
- 16.7.1. Representation: Any party in interest may be represented and/or accompanied at all formal levels of the grievance procedure by the ASSOCIATION or other appropriate persons of their own choosing.
- 16.7.2. Time Limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process. Time limits shall not be extended or modified except by mutual written agreement of the parties hereto.
- 16.7.3. Non-Reprisal: No reprisals of any kind shall be taken by either party or by any member of the Administration or the ASSOCIATION against any interested party, any school representative, or any other participant in the grievance procedure by reason for such participation.
- 16.7.4. Separate Grievance File: Documents, communications, and records dealing with the processing of a grievance shall not be filed in the personnel files of the participants and shall be kept confidential.

- 16.7.5. Hearings: Hearings should be scheduled during a mutually convenient time. The BOARD shall conduct hearings in closed sessions unless all employees involved request a public hearing, in which case the hearing shall be open to the public.
- 16.7.6. Confidentiality: Confidentiality shall be observed pending resolution of the grievance or final decision of the BOARD. If a public hearing is requested as stated in 9.7.5., confidentiality is waived.
- 16.7.7. Bypass: Any step may be bypassed by mutual agreement of the superintendent and the ASSOCIATION. If the superintendent and the ASSOCIATION agree, any steps may be bypassed.

Dated this 21st day of June, 2024



Shannon Hase, PCEA Co-Chair



Andrew Caplan, POSD Board President



Mary Morgan, PCEA Co-Chair



Wendy Crossland, PCSO Board Vice President