

**PROCEDURAL AGREEMENT**

and

**NEGOTIATIONS AGREEMENT**

between the

**GENESEE EDUCATION ASSOCIATION**

and the

**BOARD OF TRUSTEES**

**GENESEE SCHOOL DISTRICT NO. 282**

2020-2021

Signature Copy

## ARTICLE II - WORKING CONDITIONS

2-1	Grievance Procedure	12
2-2	Term of Contract	13
2-3	Evaluation	13
2-4	Reduction in Force	15
2-5	Duty Free Lunch/Recess	16
2-6	Right To Representation	16

## ARTICLE III - INSURANCE

3-1	Insurance	17
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## ARTICLE IV - SALARY SCHEDULE & EXTRA-CURRICULAR SALARY SCHEDULE

4-1	Salary Schedule	18
4-2	Activities and Additional Assignments	20
4-3	Extra Duty Salary Schedule	22
4-4	Credit Reimbursement	23

## ARTICLE V - EFFECT OF AGREEMENT

5-1	Duration	24
5-2	Re-opener	24
5-3	Change in Section II	24
5-4	Automatic Extension	24
5-5	Agreement	24

## APPENDICES

Appendix A - Cafeteria Plan Article 1	25
Appendix A - Cafeteria Plan Article 2	26
Appendix A - Cafeteria Plan Article 3	28
Appendix A - Cafeteria Plan Article 4	29
Appendix A - Cafeteria Plan Article 5	30
Appendix A - Cafeteria Plan Article 6	32
Appendix A - Cafeteria Plan Article 7	33
Appendix A - Cafeteria Plan Article 8	34
Appendix A - Cafeteria Plan Article 9	35
Appendix A - Cafeteria Plan Article 10	36
Appendix A - Cafeteria Plan Article 11	37
Appendix B - Standard Credit Review Form	38
Appendix C - Grievance Review Request and Report Forms	39

## ARTICLE II

### GENERAL

- 2-1 This Procedural Agreement shall be a part of the contract of each professional employee under teaching contract except the superintendent and principal.
- 2-2 Instruction is the primary function of the teacher, and his/her major effort should be directed toward improving and strengthening this process.
- 2-3 The Board shall continue its policy of not discriminating against any employee on the basis of race, creed, religion, color, national origin, sex, or membership in any teacher organization.
- 2-4 The representative organization shall continue to admit persons to membership without discrimination on the basis of race, creed, color, religion, national origin, sex, or marital status.
- 2-5 The Board recognizes that in pursuit of the profession of teaching, teachers have a right to join or refrain from joining any teachers' organization for their professional and economic improvement, and that as a matter of individual choice, teachers are free to join or refrain from joining such organization.
- 2-6 The Board of Trustees is empowered to change policy from time to time as the need exists. Such changes, when approved by official Board action, become Board policies and are binding on all parties. No policy should be enacted by the Board which conflicts with the negotiated Agreement.

3-5 Ratification of Agreement

When agreement is reached, it shall then be made in writing and submitted for ratification to the Board and the Association. When approved by both parties, it shall be signed by their respective officers and shall officially become part of the Board record and minutes.

3-6 Duplication and Distribution of Agreement

Within thirty (30) days of ratification and signing of the Agreement, the Board shall provide electronic copies for each professional certificated employee of the Genesee School District.

3-7 Impasse

In the event the parties in negotiations are not able to come to an agreement upon compensation for professional employees by May 10, if agreed to by both parties, a mediator may be appointed. The issue or issues in dispute shall be submitted to mediation in an effort to induce the representatives of the Board of the LEA to resolve the conflict. The procedures for appointment of and compensation for the mediator shall be determined by both parties. Mediation is nonbinding, and the recommendation or recommendations of the mediator, if any, shall not be construed as having any force or effect. (I.C. 33-1274)

3-8 Intent of Agreement

Nothing contained herein is intended to or shall conflict with, or abrogate the powers or duties and responsibilities vested in the Board of Trustees of Genesee Joint School District No. 282. The Board of Trustees is entitled, without negotiations or reference to any negotiated agreement, to take action that may be necessary to carry out its responsibility due to situations of emergency or acts of God.  
(Refer to Idaho Code 33-1276)

## SECTION II

### LEAVES, WORKING CONDITIONS, INSURANCE, SALARY SCHEDULE AND EXTRA-CURRICULAR SALARY SCHEDULE 2020-2021

#### ARTICLE I

#### LEAVES

##### 1-1 Sick Leave

Twelve (12) days of sick leave will be granted for each contract year. These days may accumulate without limit.

##### 1-1-1 Family Medical

Sick leave may be used for medically related circumstances in the immediate family.

##### 1-2 Sick Leave Bank

##### 1-2-1 Purpose

The purpose of the Sick Leave Bank shall be to provide all employees who qualify by membership in the Bank with additional sick leave days needed to recover from personal illness or injury which caused absence from work and loss of accumulated personal sick leave.

##### 1-2-2 Administration

The Sick Leave Bank shall be administered by the Sick Leave Council in conformance with the regulations set forth in this Agreement.

The Sick Leave Council shall be composed of one (1) administrator appointed by the Board, one (1) teacher appointed by the Genesee Education Association, and one non-GEA staff member.

The Council shall meet, as necessary, to review and/or revise the guidelines, rules, regulations, and reporting procedures necessary to administer the Sick Leave

1-2-7 Maximum Withdrawal

The maximum number of days that shall be available to bank members for withdrawal in any one school year shall not exceed the Bank's maximum capacity.

Maximum withdrawal for any individual Bank member shall not exceed the remaining days on the member's contract.

1-2-8 Regulations

The employee or his/her designated person when the employee is incapable, shall secure written evidence from the School District's business office that:  
(1) all accumulated personal sick leave has been used, and (2) the employee has suffered a loss of pay for three (3) days.

The employee, or the designee when the employee is incapable, shall secure written proof of illness or injury adequate to protect the District against malingering and false claims of illness as provided in Idaho Code 33-1216.

The employee, or the designee when the employee is incapable, shall submit a written request for the desired number of days to the Sick Leave Council. The request shall include reasons for the absence and be accompanied by the support documents listed above.

The employee, or his designee when the employee is incapable, shall secure written notice of the employee's "back to work" date. Also, if return to work shall be on a part-time basis, this must be specifically noted as well as any subsequent related visits to a doctor's office or medical facility during school hours.

Each unrelated prolonged illness or injury must be preceded by loss of pay for three (3) days before the same employee is eligible to draw on the Sick Leave Bank again in the same school year.

The Sick Leave Council shall make a final approval or disapproval of the request in full or in part in writing to the employee within five (5) working days of the receipt of the request and support documents.

If the employee's request is approved, immediate transfer of the approved number of days, in full or in part, from the Sick Leave Bank to the employee shall be made in writing to the District office.

Grants will normally be retroactive, however, the Sick Leave Council may grant days in advance when the need is supported by appropriate medical evidence.

If an employee uses sick leave bank during the calendar year, the employee will donate an additional day the following school year.

1-3 Association Leave

Each year, the district will grant a total not to exceed ten (10) days leave to the Association (defined by Idaho Code 33-1272) for the purpose of attending meetings called by State Board of Education, or State Superintendent of Public Instruction. This leave is non-accumulative. Except for substitute wages, expenses for attendance at approved meetings are the responsibility of the Association. Use of this leave must be authorized by the administration not less than two (2) days in advance of anticipated use.

1-4 Professional Leave

Each professional employee (certificated teacher) is allowed four (4) days professional leave. If the employee is requested to attend a meeting or conduct a visitation by the district, then costs will be paid by the district. If the individual requests use of professional leave, costs are borne by the employee. Requests should be made two (2) days in advance and are by approval of the administration. This leave is non-accumulative.

1-5 Personal Leave

Two (2) days of personal leave will be allowed for each certificated employee. After five (5) years with the Genesee Joint School District No. 282, personal leave authorization will be increased to three (3) days. After ten (10) years with the Genesee Joint School District No. 282, personal leave authorization will be increased to four (4) days. Personal leave days may be accumulated to a maximum of five (5).

No more than 10% of the employees may use personal leave immediately preceding or following a vacation or holiday break (to be granted on a first come, first served basis). Requests for personal leave on full-day school improvement or professional development days are discouraged and subject to the approval of the superintendent. Requests will be granted in extraordinary (rather than routine) circumstances. Requests for personal leave should be made at least two days in advance.

If personal leave is not taken, the district will allow the accumulation of up to five (5) days. The employee may elect to be reimbursed an amount equal to the daily pay for a certified substitute teacher for each day not taken, to be paid with the June payroll.

1-6 Bereavement Leave

Each certified employee will be allowed up to three (3) days of paid leave for each bereavement in his/her family. The term, family, includes parents or any person who has acted as a parent, spouse, grandparents, siblings, parents-in-law, siblings-in-law, children and grandchildren. Additional days may be granted by the superintendent in extreme emergency situations. For those additional days, the employee may use personal or sick leave days. One day of bereavement leave per year will be allowed for attending the funeral of a non-family member.

## ARTICLE II

### WORKING CONDITIONS

#### 2-1 Grievance Procedure

##### 2-1-1 Definition

- A. "Grievant" shall mean a certificated employee or group of certificated employees or the GEA filing a grievance.
- B. A "Grievance" shall mean a written statement by a grievant that a controversy, dispute or disagreement exists arising out of or in any way involving interpretation or application of the negotiated agreement.
- C. "Employer" shall mean the Board or its administration.
- D. "Days" shall mean working days.

##### 2-1-2 Procedure and Steps

Within fifteen (15) days following the knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance with his or her immediate supervisor. Forms will be available for requesting a grievance review and for documenting each step in the procedure. See Appendix C.

###### Step 1

The grievant(s) submits a grievance review request to the immediate supervisor. The supervisor shall schedule a meeting within five (5) school days after the receipt of the request and shall render a written decision to the grievant(s) within four (4) school days after the meeting. A copy of the grievance review request shall be sent to the Superintendent and the Association President.

###### Step 2

If the grievant is not satisfied with the decision of the immediate supervisor at Step One, the grievant may refer the grievance to the Superintendent within five (5) school days after the receipt of the decision prescribed herein, with a copy to the grievant's immediate supervisor. The Superintendent shall meet with the grievant(s) within five (5) school days after the grievance has been referred to him/her and in unusual circumstances, the time requirement may be extended an additional five (5) days. Both the Superintendent and the grievant(s) may have other persons present at the meeting who might contribute to an acceptable adjustment of the grievance.



2. All certificated instructional employees must receive an evaluation in which at least twenty percent (20%) of the evaluation results are based on multiple objective measures of growth in student achievement as determined by the board of trustees and based upon research. For evaluations conducted on or after July 1, 2014, growth in student achievement as measured by Idaho's statewide assessment for Federal accountability purposes must be included. This portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data.

2-3-3 Assistance

The building principal or appropriate supervisor shall provide the employee with definite, positive assistance to improve the quality of instruction and the difficulties noted in any evaluation. Such assistance shall be jointly developed by the supervisor and employee and noted in the evaluation. Following assistance, re-evaluation shall be accorded the employee in compliance with the procedures of the Article.

2-3-4 The form to be used for evaluation shall be the Charlotte Danielson Framework Evaluation Form.

1. Teachers will be categorized with other teachers in areas of endorsement and NCLB HQT status.
2. Ancillary CPEs will be classified in areas of endorsement for which they are certified.
3. CPEs placed on special assignments, such as Title I, gifted and talented, special projects or in administrative positions shall be classified in areas which they are certified and HQT, where applicable, for purposes of seniority as teachers.

2-5 Duty Free Lunch

Secondary staff members shall receive duty free lunch, provided that three (3) staff members volunteer to supervise the halls for eleven (11) minutes each day and be reimbursed by the district \$360.00 per supervisor.

Elementary noon hour and recess duties shall be covered by paid aides; however, if an elementary staff member volunteers to supervise recess and noon hour, he/she will be reimbursed \$900.00 for primary recess and \$900 for intermediate recess.

2-6 Right To Representation

A certified employee shall have the right to have present at any meeting with an administrator a GEA member or other representative of his/her choosing.

**Article IV – Section 4-1  
SALARY SCHEDULE  
GENESEE JOINT SCHOOL DISTRICT #282  
2020-2021**

Years	BA	BA + 15	BA+30	BA+45	BA + 60	BA + 75	ES/DR
34,459.34				MA	MA + 15	MA + 30	MA + 45
1	40,000	40,000	40,000	40,661.92	42,729.84	44,797.79	46,865.72
2	40,000	40,000	40,318.23	42,385.00	44,452.93	46,520.90	48,587.62
3	40,000	40,000	42,041.31	44,108.08	46,176.02	48,243.96	50,310.70
4	40,000	41,696.47	43,763.23	45,831.16	47,899.10	49,967.04	52,033.78
5	41,351.63	43,419.55	45,486.37	47,554.24	49,662.18	51,688.94	53,756.88
6		45,142.70	47,209.40	49,277.33	51,345.26	53,412.02	55,479.96
7		46,865.72	48,932.48	50,988.65	53,068.35	55,315.10	57,203.04
8		48,587.62	50,655.57	52,723.49	54,791.43	56,858.18	58,926.20
9			52,378.65	54,446.58	56,513.34	58,581.35	60,649.20
10			54,101.73	55,640.02	58,236.42	60,304.35	62,372.29
11				57,892.75	59,959.50	62,027.44	64,095.37
12					61,682.58	63,750.60	65,818.45
13 or more						65,473.61	67,541.53
Longevity							
20-24 Years	Add \$1,500 to salary (Must have minimum of 10 years in Genesee School District)						
25-29 Years	Add \$1,500 to salary (Must have minimum of 10 years in Genesee School District)						
30 + Years	Add \$1,500 to salary (Must have minimum of 10 years in Genesee School District)						
	\$1000 added to each step for current National Board Certification						

1. Credit must comply with current Idaho code as interpreted by the Idaho Department of Education (Appendix B). Also, credit must be earned with a grade of 'A', 'B' or Pass in a Pass/Fail graded course in order to count towards movement on the salary schedule.
2. Salary schedule is in semester hours.
3. The base calculating salary will be \$34,459.34 and the minimum salary will be \$40,000.
4. For all employees hired after July 1, 2013, the 10 years requirement for longevity in Genesee School District must be consecutive years and will be determined by the last date of hire within the Genesee School District.
5. Longevity will be interpreted as follows:
  - a. Employees beginning in their 20th to 24th year of total service in 2020/21, with at least 10 consecutive years of service within the Genesee School District, as determined by their latest date of hire, will receive \$1,500 additional annual salary.
  - b. Employees beginning in their 25th to 29th year of total service in 2020/21, with at least 10 consecutive years of service within the Genesee School District, as determined by their latest date of hire, will receive \$3,000 additional annual salary.
  - c. Employees beginning in their 30th or greater year of total service in 2020/21, with at least 10 consecutive years of service within the Genesee School District, as determined by their latest date of hire, will receive \$4,500 additional annual salary.

D. Management: Miscellaneous responsibilities shall be compensated on a scale of zero (0) to seven (7) points, determined by an evaluation of the amount of time necessary to perform such tasks as, but not limited to, practice planning, game planning, scouting opponents, routine threat of injury to students, inventory, public performances, media contact, awards banquet, scheduling or rescheduling, facilities preparation, supervision of coaching staff, hiring coaching staff, game administration, washing uniforms and towels, and maintaining statistics and records.

E. Experience: The employee's experience in a similar position will be compensated at the rate of  $\frac{1}{2}$  point (same or higher level) or  $\frac{1}{4}$  point (adjoining level) per previous season/year of experience, up to six (6) points maximum. Employees transferring into the district will be given credit for up to five (5) seasons/years outside the district.

4-2-3 Job Description Review: Each job description shall be reviewed periodically by the appropriate administrator and revised, wherever appropriate, in light of changes in the duties of the position. The addition or removal of a position to or from the Activities Salary Schedule shall be by Board action. The point rating attached to each position shall be reviewed by a committee composed of two (2) administrative and two (2) appointed GEA representatives by employee request made by April 1 for consideration no later than April 30.

4-2-4 Grandfather Clause: At the time of the initial adoption of this schedule, any employee who currently holds a position identified on the extra duty assignment schedule who subsequently continues in that same position will be guaranteed to be paid no less than the amount paid during the 1999-2000 school year.

-

Music Dir.	15.9 5	0	5	0	0	20.9 5		
Asst. Baseball	9.90	0	0	.5	0	10.4		
2 <sup>nd</sup> Asst. track	6.0	0	0	.5	0	6		
Asst. Track	9.9	0	0	0	0	10.4		
<b>CLUBS</b>								
Drama	3.5	0	0	0	0	3.5		
Spirit Club	4.0	0	0	0	0	4		
Foreign Lang	4.0	0	0	0	0	4		
BPA	4.0	0	0	0	0	4		
OM	3.0	0	0	0	0	3		
NHS	2.0	0	0	0	0	2		
Youth Leg	4.0	0	0	0	0	4		
FFA	4.0	0	4	0	0	8		
Knowledge Bowl	4.0	0	0	0	0	4		
IDFY	4.0	0	0	0	0	4		
JH IDFY	2.0	0	0	0	0	2		
<b>ADMINISTRATIVE</b>								
Senior Advisor	3.0	0	0	0	0	3	\$487	\$28
Junior Advisor	2.0	0	0	0	0	2		
Sophomore Advisor	2.0	0	0	0	0	2	\$375	\$69
Freshman Advisor	2.0	0	0	0	0	2		
8 <sup>th</sup> Grade Advisor	1.5	0	0	0	0	1.5	\$270	\$40
7 <sup>th</sup> Grade Advisor	1.5	0	0	0	0	1.5	\$270	\$40
Concessions	5.0	0	0	0	0	5		
Newsletter	2.0	0	0	0	0	2		
Yearbook	4.0	0	1	0	0	5	\$1,052	\$286
Spelling Bee	1.0	0	0	0	0	1		
Geography Bee	1.0	0	0	0	0	1		

State will be figured on an additional week's pay

ARTICLE V

EFFECT OF AGREEMENT

5-1 Duration

The provisions of Section II will be effective as of July 1, 2020 and continue and remain in full force and effect until June 30, 2021.

5-2 Re-opener

This Agreement will automatically be renewed and continue in full force for additional periods of one year, unless the Association or the Board gives written notice that a change is desired as of January 15th of the year in which this Agreement expires.

5-3 Change in Section II

During its terms, Section II may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed amendment of Section II.


5-4 Automatic Extension

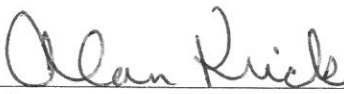
If at any time Section II would otherwise terminate, the parties are negotiating for a new agreement, the terms and conditions hereof shall continue in effect until ratification by both parties of the successor Section II; and new Section II shall be retroactive to the date Section II would otherwise have terminated.

5-5 Agreement

This Agreement is signed this 11 day of MAY, 2020, and shall be binding upon the parties.

IN WITNESS THEREOF:

  
\_\_\_\_\_  
President,  
Genesee Teachers

  
\_\_\_\_\_  
Chairperson, Board of Trustees  
Genesee Joint School District

## Appendix A - Article 2

### Definitions

Each word and phrase in this Article 2 shall have the following meaning whenever such word or phrase is capitalized and used herein unless a different meaning is clearly required by the context of the Plan.

Section 2.01            Account The individual account established on the books of the Employers under Section 10.01 in the name of each Member for the purpose of accounting for contributions allocated to and benefits paid for a Member.

Section 2.02            Affiliated Company The Company and any company, trade, or business unit that is or is part of (a) a member of a controlled group of corporations, within the meaning of Code Section 414(b), that includes the Company; (b) under common control, within the meaning of Code Section 414(c), with the company; or (c) a member of an affiliated service group, within the meaning of Code Section 414(m), that includes the Company.

Section 2.03            Board The board of directors of the Company.

Section 2.04            Claimant A Participant or the Participant's eligible dependent who has submitted a claim under the plan.

Section 2.05            Code The Internal Revenue Code of 1986, as amended from time to time. Reference to any section of subsection of the Code includes reference to any comparable or succeeding provisions of any legislation which amends, supplements or replaces such section or subsection.

Section 2.06            Company Genesee Joint School District No. 282

Section 2.07            Compensation A Member's basic pay, including bonuses, overtime and commissions, as determined by the Committee, for personal services rendered in the course of employment with any Affiliated Company and contributions under Section 4.01 and 4.02 on a Member's behalf.

Section 2.08            Dependent A dependent as defined in IR Code Section 152.

Section 2.09            Eligible Employee Any elective full-time employee or any active part-time employee who is regularly scheduled to work 20 hours per week or more.

Section 2.10            Employee Any person employed by an Affiliated Company who is eligible for benefits under a Medical Plan but excluding any person covered by a collective bargaining agreement between an Affiliated Company and a bargaining unit of employees, unless coverage under this Plan is provided for under the collective bargaining agreement. An employee is also a "leased employee" as defined in Code Section 414(n).

which are deficient, including the conditions of probation. Each such employee on a category 3 contract shall be given notice, in writing, whether he/she will be reemployed for the next ensuing year. Such notice shall be given by the board of trustees no later than the twenty-fifth day of May of each such year. If the board of trustees has decided not to reemploy the certificated employee, then the notice must contain a statement of reasons for such decision and the employee upon request, be given the opportunity for an information review of such decision by the board of trustees. The parameters of an information review shall be determined by the local board. I.C. 33.515

### **Appendix A - Article 3**

#### **Eligibility Requirements**

Section 3.01            Eligibility An Employee shall become eligible to participate in this plan as of the later of:

- a.     The date the Employee becomes eligible for coverage under a Medical Plan; or
- b.     The date of the Employee's coverage under this Plan through the adoption of this Plan by the Employee's employing entity;

Section 3.02            Notice and Enrollment Prior to the date an employee first becomes eligible to participate in this Plan, the clerk shall notify in writing each Employee who becomes eligible and shall explain the right, privileges and duties of a Member of the Plan. Each Member may elect to participate as of the date on which he or she becomes eligible in accordance with Section 3.01 by completing and delivering to the clerk a salary reduction agreement and an election of benefits form on the forms provided by the clerk.

Section 3.03            Termination of Eligibility A participant becomes ineligible to participate in the plan if the Participant transfers to an ineligible class of employees or terminates employment with the employer. Upon the termination of eligibility, the Participant's right to participate in the Plan terminates as of the date of such transfer or employment termination, except as specifically stated in the Plan or pursuant to the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended.



## Appendix A - Article 5

### Elections

Section 5.01            In General Elections of contributions and benefits shall be made at the time, in the manner and subject to the conditions specified by the Committee which shall prescribe uniform and nondiscriminatory rules for such elections.

Section 5.02            Election to Participate An eligible employee commences participation by filing an executed election form with the Plan Administrator. The election form shall be signed by the employee, shall designate the benefits in which the employee elects to participate and shall designate the Plan Year (or the remaining portion of the Plan Year), as the time period for which participation will be effective. The election form shall also specify the amounts, if any, by which the employee's compensation shall be reduced.

Section 5.03            Contributions and Benefits Members must elect the amount of contributions to a Medical Plan for elected Period of Coverage.

Section 5.04            Period of Coverage Except as provided for in Sections 5.05 and 5.07, any Member electing contributions and benefits must make an irrevocable election for an entire Period of Coverage of an entire Plan Year.

Section 5.05            Fractional Periods Members who become eligible to participate in the middle of a Plan Year may elect to participate for a period lasting until the end of the current Plan Year. In such cases, the interval commencing the day after their elections are made and ending at the end of the current Period of Coverage shall be deemed to be their Period of Coverage. Such Members must elect to participate no later than 30 days after becoming eligible to do so or within such other time limit as the Committee may prescribe.

Section 5.06            Timing of Elections Elections of contributions and benefits for a Period of Coverage shall be made prior to such Period of Coverage, provided that where a Member commences or recommences participation in the middle of a Period of Coverage, he or she shall make elections prior to commencement of participation.

Section 5.06            Changes of Elections Elections of contributions and/or benefits may not be changed in the middle of a Period of Coverage unless:

- a. In regards to insurance Premium Conversion, the cost of a health plan provided by an independent, third-party provider increases or decreases and the Participant is required to make a corresponding change in premium payments, or, if coverage of the health plan significantly curtails or ceases thereby requiring the plan to obtain another health plan with similar coverage;

## Appendix A - Article 6

### Benefits

Section 6.01            Benefits Available    Members of the Plan may only elect Accident & Health Plan Benefits.

Section 6.02            Group Insurance Premiums    Contributions under Section 4.01 may be used to purchase benefits under an employee-sponsored Accident and Health Plan for the Member and his or her spouse and dependents (as defined in Code Section 105(b)), subject to the limitations on coverage and benefits provided by the terms of such Plan.

## **Appendix A - Article 8**

### **Post-Termination Participation**

#### **Section 8.01**

#### **Health Plans**

- a. If an event which would otherwise cause a participant to lose eligibility to participate in a group health plan is a qualified event, the participant may be entitled to elect to pay premiums and continue participation as required by federal law.
- b. Upon the occurrence of an event which terminates a participant's eligibility to participate in a group health plan, the Clerk shall inform the participant of continuation rights and the procedure for electing continued coverage.
- c. The participation of a participant who is not eligible for continued coverage or who does not elect to continue will terminate on the last day of the month in which the event of ineligibility occurs.
- d. A participant who is eligible and elects to continue participation in a health plan may pay the premiums from pre-tax compensation, including severance pay, or from other after-tax funds.

**Appendix A - Article 10**

**Administration of the Plan**

**Section 10.01**

The Plan shall be administered by the Clerk of the District.

**APPENDIX B  
GENESEE JOINT SCHOOL DISTRICT NO. 282  
STANDARD CREDIT REVIEW FORM**

Pursuant to the 2020-2021 negotiated agreement, each certified employee may be reimbursed a maximum of \$850 for college credits and/or Praxis examinations and/or National Board Certification per year. Reimbursement is allowed each year for credits or tests taken during that year: September 1 - August 31 only. *Credit must comply with current Idaho Code as interpreted by the Idaho Department of Education.*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COURSE NAME AND NUMBER \_\_\_\_\_

LOCATION \_\_\_\_\_

DATES OF COURSE \_\_\_\_\_

EXPLAIN THE BENEFIT TO:

1. School and/or staff:
2. Classroom:
3. Professional Growth:

Professional Development Committee:

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_  
Principal

X \_\_\_\_\_  
Superintendent of Schools

Approved : \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

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**REQUEST FOR REIMBURSEMENT**

ALL REQUESTS FOR PAYMENT MUST BE ACCOMPANIED BY RECEIPTS AND RECEIVED BY THE DISTRICT OFFICE **NO LATER THAN AUGUST 31** OF EACH YEAR TO BE CONSIDERED FOR PAYMENT.

TOTAL \$ \_\_\_\_\_

**GRIEVANCE REPORT FORM – Step 1**

Grievant(s):	Immediate Supervisor:
Position of Grievant(s):	Date of meeting:
Date written decision given to grievant:	Written decision by supervisor will be given to grievant four (4) school days after the meeting.

Decision of the immediate supervisor:  
(Attach additional pages if needed.)

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\_\_\_\_\_  
Signature: Immediate Supervisor

\_\_\_\_\_  
Date

Grievant's Response:

\_\_\_\_\_ I read, received this report form, and I accept the above decision.

\_\_\_\_\_ I read, received this report form, and I hereby refer the grievance to Step 2.  
(Superintendent must receive this referral within five (5) school days after the receipt of this decision.)

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Copy given to immediate supervisor \_\_\_\_\_ Date

**GRIEVANCE REPORT FORM – Step 2**

Grievant(s):	Immediate Supervisor:
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Persons present at meeting:	Date of meeting:
Date grievant received written decision by Board of Trustees:	Board of Trustees shall render a written decision to grievant within five (5) days following meeting.

Decision of the Board of Trustees: (Attach additional pages if needed.)

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\_\_\_\_\_  
Signature: Chairman of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Association President

\_\_\_\_\_  
Date