



CLASSIFIED EDUCATIONAL SUPPORT PERSONNEL AGREEMENT

BETWEEN GALENA CITY SCHOOL DISTRICT
AND GALENA EDUCATION ASSOCIATION

Expires June 30, 2028

TABLE OF CONTENTS:

Agreement Execution	1
Preamble	2
100 Recognition	3
101 Exclusive Recognition of GEA	3
102 Changes in Agreement	3
103 Effective Period / Bargaining for Successor Agreement	3
104 Distribution of Agreement	3
200 Organizational Rights	4
201 Right to Organize	4
202 Use of School District Facilities	4
203 Membership Enrollment	4
203A Payroll Deduction of Dues	4
204 GEA Release Time	4
300 Employee Rights / Responsibilities / Benefits	5
301 Dismissal, Suspension & Disciplinary Action	5
302 Personnel Files	5
303 Maintenance of Benefits	5
304 Safety	5
305 Sick Leave	5
305A Family Medical Leave	6
305B Sick Leave Bank	6
1. Bank Establishment	6
2. Bank Membership	6
3. Bank Enrollment	6
4. Year-End Bank Status	6
5. Bank Withdrawal Provisions	7
6. Sick Leave Bank Audit	7
7. Bank Membership After Ratification of Negotiated Agreement	7
8. Sick Leave Donations	8
9. Sick Leave Bank Grant Form	8
10. Contribution of Sick Hours Upon Retirement or Resignation	8
Sick Leave Bank Application	9
306 Personal Leave	10
307 Annual Leave	10
307A Holidays	10
308 Layoff & Recall	11
309 Emergency School Closures	11

TABLE OF CONTENTS:

400 Grievance Procedure	12
401 Purpose	12
<i>Time is of the Essence</i>	12
<i>Participation</i>	12
<i>Witnesses</i>	12
<i>Noninterference with Duty</i>	12
<i>Grievance Hearing Decisions</i>	12
<i>Stipulated Settlements</i>	12
<i>Obligations of the Parties</i>	12
<i>Grievance Filing</i>	12
<i>Hearing</i>	12
402 Arbitration	13
<i>Appeal to Arbitration</i>	13
<i>Selection of Arbitrator</i>	13
<i>Witnesses and Evidence</i>	13
<i>Rules</i>	13
<i>Decision</i>	13
<i>Restriction on Appeals</i>	13
<i>Costs</i>	13
500 Evaluations	14
501 Evaluation Purpose	14
502 Evaluation Method	14
503 Areas of Evaluation	14
504 Conditions of Evaluation	14
505 Number of Evaluations	14
506 Post-Evaluation Conference	14
507 Improvement of Job Performance	15
600 Severability Clause	15
700 Salary & Related Information	16
701 Placement & Advancement on the Salary Schedule	16
702A Salary Ranges & Steps	17
702B Range & Step Pay Scale 2025-2028	18
800 Health Plan	19
801 Insurance Coverage	19

Agreement Execution

WHEREAS, the representatives of the Board of the Galena City School District and the representatives of the Galena Education Association ("GEA"), have collectively bargained the terms and conditions of this Agreement; and

WHEREAS, GEA has certified in writing that this Agreement has been ratified by the affirmative vote of a majority of the GEA hourly classified employees; and

WHEREAS, the School Board has ratified this Agreement by the affirmative vote of a majority of the Board at a duly convened public meeting.

THEREFORE, BE IT RESOLVED that the Board and the GEA do hereby fully execute this Agreement by affixing hereto the signatures of the Board President and of the GEA President.

Heather Amgwert

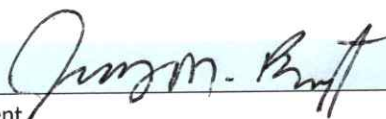
Digitally signed by Heather Amgwert
Date: 2025.07.18 11:28:14 -08'00'

07/18/2025

President

Date

Galena City School District Board



President

Date

Galena Education Association

7/23/25

Preamble

The Galena City School District (GCSD) and the Galena Education Association (GEA) are committed partners in advancing The District's mission and vision, ensuring that all students receive a high-quality education in an environment that fosters academic excellence, innovation, and School Choice. We believe education is a collaborative community responsibility, where students, parents, educators, and the broader community work together to promote lifelong learning and overall student success.

Our Commitment to Students, Families, and Our Community:

Honoring School Choice by providing diverse, flexible, and innovative learning environments tailored to meet the unique needs of every student.

Ensuring academic excellence through rigorous standards and expectations that prepare students for success beyond graduation.

Creating a safe and respectful learning environment where every student is valued and treated with dignity and respect.

Recognizing that learning is an individualized and lifelong process, equipping students with the skills and adaptability needed for the future.

Celebrating the rich cultures and diversity of our students, families, and community.

Empowering parents and strengthening community partnerships, ensuring that educational decisions remain student-centered.

Attracting, developing, and retaining high-quality educators and staff who are dedicated to fostering student success.

Using educational resources effectively to provide students with modern tools, technology, and opportunities for innovation.

1 0 0 RECOGNITION

101

Exclusive Recognition of GEA

The Board of Education for the Galena City School District (The District) recognizes the Galena Education Association (GEA) as the sole and exclusive bargaining representative for all hourly classified employees (employee) of The District, whether full or part-time. The rights and privileges of GEA shall not be enjoyed by any other Association representing hourly classified employees. No member of the bargaining unit shall be involuntarily assigned to a position outside the bargaining unit.

102 Changes in Agreement

During its term, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, written mutual consent of the parties.

103

Effective Period / Bargaining for Successor Agreement

The term of this Agreement shall be effective from July 1, 2025 through June 30, 2028

Either the Superintendent or the GEA President may inaugurate bargaining for a successor agreement by giving written notice to the other party to be received between January 10 and January 20 inclusive immediately preceding the expiration date. An earlier inaugural date may be accepted if mutually agreed upon by both parties. If neither party gives written notice within the period specified, the expiration date of the Agreement shall automatically be extended one (1) year. The District will provide a current scattergram and a copy of its audit and financial information to GEA upon request of the GEA President within 10 business days from availability.

Within twenty (20) business days after the date of the notice the initiating party shall provide the other with a complete proposal of all items the initiating party wishes to bargain. Bargaining shall commence within twenty (20) business days after receipt of the initiating party's proposal at a date, time, and place mutually agreed upon. At the opening session, the initiating party shall be provided with a copy of the other party's complete proposal.

In the event of an impasse requiring advisory arbitration, the arbitrator shall be selected in the manner provided under section 400 Grievance Procedure.

When tentative agreement is reached, the GEA bargaining unit shall promptly submit it to the GEA Hourly Classified Members for ratification. Once the GEA President has certified in writing that the Classified Members have ratified the agreement, the Superintendent shall promptly submit the tentative agreement to the GCSD Board for ratification at the upcoming scheduled board meeting.

104 Distribution of Agreement

Upon full ratification, The District shall provide each employee with access to a copy of the Agreement. Thereafter, The District shall provide each newly appointed employee, upon request, a copy of the agreement.

ORGANIZATIONAL RIGHTS

201 Right to Organize

The employer agrees that it will not in any manner, directly or indirectly, attempt to interfere between any of its employees and that it will not discriminate against any employee because of his/her GEA membership or lawful GEA activities.

202 Use of School District Facilities

The GEA shall have the same access to District facilities as any other nonprofit organization. The GEA shall promptly reimburse The District for any costs, other than normal utility costs, associated with the GEA's use of the facilities.

When not otherwise needed for District purposes, the GEA may use designated office equipment. The GEA shall furnish its own supplies for the equipment and shall promptly reimburse The District for any damage to, or loss of, equipment used under this section.

The GEA may post non-inflammatory material on designated bulletin boards in District facilities so long as the material clearly indicates that it is from the GEA.

203 Membership Enrollment

So long as there are no additional charges to The District, Classified Employees may pay to join the GEA at any time through the NEA website.

203A Payroll Deduction of Dues

The District shall deduct GEA dues from the paycheck of the employee or dues may be paid in full to NEA-Alaska. Dues deduction in fourteen (14) equal installments, twice per month, shall commence with the October payroll through April. The dues deduction authorization may remain in effect from year to year. Notwithstanding, The District shall discontinue the dues deduction beginning with the first payroll occurring not less than fifteen (15) days after the date of receipt by the Superintendent of the employee's written revocation of the dues deduction authorization.

204 GEA Release Time

The collective GEA Classified Membership shall have access to 80 hours of association leave for members to attend to GEA business (This leave is separate from leave allocated for certificated members for the same purpose). Those who access association leave should not suffer a loss of pay, benefits, seniority, or standing within the workplace. Association Leave will be used to conduct GEA business as directed by GEA and approved by the GEA president.

Whenever any representative of the GEA is mutually scheduled through an agreement with the GEA President and The District Superintendent or Designee to prepare or participate in negotiations or grievance proceedings, or as an employee's representative before The District, that leave will be administrative leave, not association leave. Except in cases of emergency, three days' notice shall be given to the immediate supervisor of any employee requesting GEA release time.

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

301 Dismissal, Suspension & Disciplinary Action

The District's procedures for the Dismissal, Suspension, and Disciplinary Action of Classified Employees may be referenced in board policy at the link [here](#).

302 Personnel Files

All personnel files are confidential and shall be made available only to the employee upon request, persons authorized by the employee, the superintendent or designee, and individuals authorized by the superintendent or board in accordance with administrative procedures. Electronic copies will be provided within 30 business days of written request, or a physical copy may be requested to be mailed at the employee's expense.

Employees shall be notified whenever derogatory information is to be placed in their personnel file with the exception of routine employee documentation to include, but not limited to: hiring paperwork, licensure, evaluations, commendations of service, submitted medical documentation, summations, and similar operational communication. Any material outside of these norms or intent shall be signed and dated by the author, and the employee will have the opportunity to read and sign material critical of an employee's performance and/or conduct before it is entered into his/her personnel file. An employee's signature indicates only that the material has been seen, not agreement to its content.

303 Maintenance of Benefits

This Labor Agreement contains the full and complete agreement negotiated between the parties on all subjects upon which the parties did bargain or could have bargained. In order to change any subject included within this bargaining agreement, it must be mutually agreed upon by the GEA President and Superintendent or Designee. However, no party shall be required to undertake further negotiations. This Agreement terminates all prior agreements and understandings and concludes collective bargaining for this agreement.

304 Safety

It is the responsibility of The District to provide safe working conditions for all District employees as required by state and federal occupational safety laws and regulations. The District refers to [Alaska State Statutes \(Title 18\)](#), [Alaska Administrative Code \(Title 8, Chapters 61-62\)](#), and the federal regulations adopted by the State of Alaska from [29 C.F.R.](#)

305 Sick Leave

The employee shall accrue compensated sick leave at the rate of one and one third (1-1/3) days for each month, the majority of which is served. Sick leave shall accumulate without limit. The employee may use accrued sick leave without limit as to duration for the employee's personal illness or injury, which necessitates absence from duty. The employee may use accrued sick leave for the death, illness, or welfare of a person in the employee's immediate family subject to limitations as to duration established by The District. (The foregoing summarizes certain rights of the employee and The District under Alaska Statutes and Regulations. These provisions are not bargained, as they are outlined rights accorded under law. Instead, they are included herein for informational purposes. As such, disputes regarding these provisions shall not be subject to the grievance procedure notwithstanding any other provisions of this Agreement.) For the purposes of this paragraph, the immediate family shall consist of the employee's child, parent, sibling (including the in-law derivatives of the foregoing), spouse, grandparent, grandchild, legal guardian, legal ward, and person living in the household. In the event of an absence involving three (3) consecutive business days, The District may require a written medical certificate from a licensed health care provider regarding the illness or injury. Additional certifications may be required at The District's expense. Notice of the intended use of sick leave shall be given to the supervisor as far in advance as is reasonably possible.

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

305A Family Medical Leave

1. Procedures for FMLA eligibility shall be in accordance with the Acts;
2. Employees may be required to submit fitness-for-duty forms prior to return to work;
3. The District shall make available on its website a link to the Talent and Culture Department's provision of FMLA information;
4. Insurance benefits will be retained in accordance with the Acts. Members will be responsible for any employee contributions to retain benefits.
 - a. Members adopting children may use up to six consecutive calendar weeks of accrued sick leave or up to a total of eighteen weeks of unpaid medical leave or a combination of sick and unpaid medical leave equal to a maximum of eighteen weeks, when appropriate documentation is submitted. No member shall have access to the Sick Leave Bank for purposes of adoption.
 - b. Non-birth parents may use up to ten days of their accrued sick leave for leave immediately following the birth of their child.

An employee may elect to join the Sick Leave Bank by informing The District in writing during the first two hundred forty (240) hours/(30) days of initial employment for newly hired employees, or between September 1st and September 30th for returning/ ongoing employees. Membership in the Bank shall continue from year to year after initial enrollment unless an employee notifies The District in writing his/her intent to withdraw from the Sick Leave Bank for the following fiscal year. The person terminating membership shall not be entitled to a refund of contributed days. An employee electing not to join the Sick Leave Bank shall not be eligible for Sick Leave Bank grants until the next annual enrollment opportunity, when the employee will again have the opportunity to become a member of the Sick Leave Bank.

3. **BANK ENROLLMENT** – Following an employee's enrollment as a Sick Leave Bank member, eight (8) hours of sick leave shall be transferred from his/her sick leave account to the Sick Leave Bank. If, at the time of a required contribution, an employee does not have 8 hours to contribute, once the employee has accumulated 8 hours of sick leave, it shall be transferred. All leave transferred to the Bank by an employee is final and not recoverable for re-credit to his/her personal sick leave account.
4. **YEAR-END BANK STATUS** – If the bank falls below 1600 hours at the end of the school year, at the start of the following school year all Sick Leave Bank members will donate 8 hours of sick leave. If at any time the bank falls below 640 hours, all sick leave bank members will donate 8 hours at that time. No more than 16 total hours may be withdrawn in any one year from sick leave bank members.

305B Sick Leave Bank

1. **BANK ESTABLISHMENT** – There is hereby created a Sick Leave Bank which shall be administered by the GEA and the GCSD. This provision shall not be subject to the grievance procedure.
2. **BANK MEMBERSHIP** – Any classified employee is eligible to become a member of the Sick Leave Bank. The District shall notify newly hired classified employees that they may join the Sick Leave Bank. The District will work to honor this process and the GEA shall not be able to file a grievance in the event it does not occur.

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

5. BANK WITHDRAWAL PROVISIONS

- a. **Withdrawal Limits** – In any fiscal year, an employee will be permitted to withdraw up to twice the number of hours of sick leave they had accrued at the start of the school year before the onset of the illness, up to a maximum of 320 hours. Example: If an employee has accrued eighty (80) of sick leave before the onset of the illness, the employee would be eligible to withdraw up to one hundred sixty (160) hours in any fiscal year.
- b. **Committee Approval** – The committee will review all requests for withdrawal from the bank. The committee will be made up of three Classified Sick Leave Bank Members appointed by the GEA President. The Sick Leave Bank Request form is submitted to The District, at which point The District will verify eligibility based upon subparagraph #1 of this section, will notify the committee members there is a request, and will schedule a meeting of the members. The GEA members will approve or deny the request based on the information submitted in conjunction with the subparagraphs of this section. Following that decision, The District will allocate days in accordance with the committee's decision. One District representative will support the committee with information. The Committee will sign non-disclosure forms provided by The District and must keep all information discussed confidential and not discuss names, illnesses or associated information with any non-committee members. Requests for withdrawal from the Bank may be approved by the committee when the following conditions have been satisfied:

1. All the employee's accrued sick leave, annual and personal leave will have been exhausted before the beginning date of sick leave bank usage.

2. The "Sick Leave Bank Request Form" has been submitted, reviewed and approved by the Classified Sick Leave Bank Committee. Any changes in this form after the ratification of this contract will be made in coordination with the association..
3. The committee shall not grant any requests for Sick Leave Bank hours in excess of the number of hours in the Bank. Should an employee who has received a grant from the Sick Leave Bank return to work prior to using all the hours authorized by the Bank, the remaining hours will be restored to the Sick Leave Bank from the employee's sick leave account.
4. The decision of the committee shall be final and not subject to grievance or appeal by the applicant. The committee reserves the right to reconsider the approval or denial.

6. **SICK LEAVE BANK AUDIT** – The District shall provide a balance of the hours available to the GEA president or members of the committee upon request.
7. **BANK MEMBERSHIP AFTER RATIFICATION OF NEGOTIATED AGREEMENT** – Upon ratification of this contract or September 1, whichever is the latter, any classified employee will have 30 business days to notify The District they want to join the sick leave bank. That new member, and all current members will donate no more than 8 hours (one day) of sick leave to the Sick Leave Bank after the 30 business day open enrollment period.

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

8. SICK LEAVE DONATIONS – Any Classified employee is able to donate their individual sick leave to other individuals in the GEA Classified bargaining unit. Any classified employee may also donate their sick leave directly to the bank. Donations may be solicited via district email by the GEA, and donations given will be handled by The District to transfer out of and into appropriate accounts. Any leftover sick leave donated under this paragraph after the employee has returned to work will be placed in the sick leave bank.

9. SICK LEAVE BANK GRANT FORM – The form used for applying for a sick leave bank grant will be attached inside this negotiated agreement as an appendix.

**10. CONTRIBUTION OF SICK HOURS UPON
RETIREMENT OR RESIGNATION**

The District shall notify a classified employee who retires or resigns from The District, whether or not they are a member of the Sick Leave Bank, that they may elect to donate some or all hours of accumulated sick leave to the Sick Leave Bank.

The District will work to honor this process and the GEA shall not be able to file a grievance in the event it does not occur.



Sick Leave Bank Application – Part A: Applicant

Number of Days Requested Period of Absence to

Last Name First Name Work Phone

Mailing Address Home Phone

Job Title / Location

Have you exhausted all your sick leave? ☐ Yes ☐ No | District Verified ? ☐ Yes ☐ No

Have you exhausted all annual and personal leave? ☐ Yes ☐ No | District Verified ? ☐ Yes ☐ No

Have you previously applied for a withdrawal? ☐ Yes ☐ No | Date(s)

Outline your need for this request:

Applicant Signature

Date

Part B: To be completed by Physician

Beginning Date of Illness Date Patient is Able to Return to Work

Medical Diagnosis – *Diagnosis of emotional or mental illness must be completed by a psychiatrist*

Treatment Plan – *Explain in detail the regimen of treatment prescribed nature and duration of treatment, and prognosis*

Is Employee Able to Perform Work of Any Kind? ☐ Yes ☐ No *If Yes, please explain below*

Is Prescribed Treatment/Surgery Urgent-Emergent? ☐ Yes ☐ No *If No, please explain below*

Physician Title

Phone Number

Physician Signature

Date

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

306 Personal Leave

The employee shall accrue compensated personal leave at the rate of one fourth (1/4) day for each period of fifteen (15) paid days during the work year, not to exceed three (3) days accrual per work year. There shall be no partial day accrual for a period of fewer than fifteen (15) days.

Except for a travel delay beyond the employee's control, other bona fide emergencies, or upon the prior approval of the Superintendent, personal leave shall not be available during the first and last five (5) scheduled workdays of the work year, tandem to a holiday or vacation period. Notwithstanding, the Superintendent shall grant at least two (2) requests (on a first come, first serve basis) to use personal leave tandem to a given holiday for the purpose of subsistence hunting. Personal leave shall not be available if The District determines that it might result in serious under staffing or other substantial adverse effects on the welfare of The District.

Personal leave shall be accrued by an employee without limit. Personal leave may be used in anticipation of accrual. However, if more personal leave is used than is actually accrued, the employee's final paycheck shall be reduced accordingly. Request for personal leave shall be made to the supervisor not less than forty-eight (48) hours in advance. In the case of emergency, a shorter request period shall be allowed so long as the request is made at the earliest reasonable time.

Any accumulation of Personal Leave beyond 3 days may be cashed out at the rate of one hundred dollars (\$100.00) per day.

Upon termination from The District, the employee shall be paid for all accrued personal and annual leave at the rate of one hundred dollars (\$100.00) per day.

307 Annual Leave

A Twelve-month employee shall accrue annual leave as follows:

- | | | |
|-----------|-----------------------------------|------------------|
| a. | 1-2 years of employment: | 15 days per year |
| b. | 3-5 years of employment: | 20 days per year |
| c. | 6-14 years of employment: | 25 days per year |
| d. | 15 and above years of employment: | 30 days per year |

Annual leave shall accrue monthly from the first day of employment as a twelve-month employee. All annual leave shall be accrued by an employee without limit.

307A Holidays

Holidays for classified employees:

New Year's Eve

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving and Day after

Christmas Eve

Christmas Day

EMPLOYEE RIGHTS / RESPONSIBILITIES / BENEFITS

308 Layoff & Recall

The District's procedures for the Layoff and Recall of Classified Employees may be referenced in board policy at the link [here](#).

309 Emergency Closure

Each year, all classified employees will have access to two (2) emergency school closure remote workdays. These days shall only be available in the case that the employee's supervisor at their site announces that site will not open because of weather, weather related incident or other emergency incident. Remote workdays shall not accumulate from year to year and shall not be considered a form of leave.

Classified employees shall be required to collaborate with site-administration in advance to develop an approved remote workday plan relative to the employee's position and/or which supports the site's needs. This plan should be set up by September 30th, or 30 days following hire. An employee who is eligible for a remote day may still opt to take personal, annual leave or leave without pay. Likewise, sick leave may be used for qualifying conditions as outlined in Section 305 Sick Leave. After a classified employee uses up to two remote days in the section, if more closures occur, an employee may elect to use personal or annual leave during an emergency closure day or have the closure day be an unpaid day. Likewise, sick leave may be used for qualifying conditions as outlined in Section 305 Sick Leave.

In the event in which The District is able to provide transportation for an employee which enables them to report to work, this option will not be available and staff may utilize personal, sick leave and/or leave without pay if qualifying conditions are present.

GRIEVANCE PROCEDURE

401 Purpose

The purpose of the grievance procedure shall be to secure a fair, equitable, and expeditious resolution to a grievance. Only an alleged violation, including misapplication or misinterpretation, of this Agreement may be adjudicated under this procedure, and an alleged violation of this Agreement may be adjudicated only under this procedure. Although the grievance procedure is the formal mechanism for the adjudication of alleged violations of the Agreement, nothing herein is intended to discourage the informal resolution of disputes at the lowest applicable administrative level.

TIME IS OF THE ESSENCE

The timelines as provided under this article shall be adhered to strictly except by the prior written agreement of the Superintendent and the GEA President. In the event that a timeline is exceeded by the GEA, the grievance shall be waived. In the event that a timeline is exceeded by The District, the grievance shall automatically be eligible for appeal to the next level of the grievance procedure.

PARTICIPATION

The District shall take no reprisals for the employee's legitimate participation in the grievance procedure. Documents related to the processing of a grievance shall not be placed in the employee's personnel file.

WITNESSES

At all levels of the grievance procedure, the parties shall be allowed to call, examine, and cross-examine witnesses.

NONINTERFERENCE WITH DUTY

Grievance hearings shall be held at such times as to avoid loss of work or loss of pay by the employee.

GRIEVANCE HEARING DECISIONS

The hearing decision at each level shall be written and signed and shall set forth the reasoning underlying the decision.

STIPULATED SETTLEMENTS

The Superintendent and the GEA President may stipulate in writing to a binding settlement of the grievance at any point in the process.

OBLIGATIONS OF THE PARTIES

The parties to the grievance shall be obligated to abide by all of the provisions of this article for the processing of the grievance and shall be obligated to abide by all other provisions of the Agreement during the pendency of the grievance. The District shall not be obligated to accept, hear, render a decision upon, or provide any redress whatsoever regarding the grievance not pursued in strict conformity with this article.

Except as otherwise may be provided under this article, The District and the GEA shall each be responsible for their own costs relative to their performance under the grievance procedure.

GRIEVANCE FILING

In the event that an alleged violation of this Agreement is not resolved informally, the GEA President may file a grievance to be received by the Superintendent within twenty (20) business days after the date of the alleged violation. The grievance shall be in writing, shall set forth with reasonable specificity the facts of the grievance, shall specify the provision(s) of the Agreement alleged to have been violated, shall specify the redress sought, and shall be signed by the GEA President.

HEARING

The Superintendent shall schedule a hearing to be held within fifteen (15) business days after the date of receipt of the grievance. At least five (5) business days in advance, the Superintendent shall notify the GEA President in writing as to the date, time, and place of the hearing. The Superintendent shall deliver the decision to the GEA President to be received within fifteen (15) business days after the date of the hearing.

GRIEVANCE PROCEDURE

402 Arbitration

APPEAL TO ARBITRATION

The GEA President or their designee, may give written, signed notice of appeal to the Superintendent to be received within fifteen (15) business days after the date of receipt of the hearing decision.

SELECTION OF ARBITRATOR

Within ten (10) business days after receipt of the appeal, the Superintendent and the GEA President shall meet to select an arbitrator. If they do not mutually agree upon an arbitrator, within five (5) business days after the date of the meeting, the GEA President shall deliver a request to the Federal Mediation and Conciliation Service to furnish a list of seven (7) available arbitrators. Within ten (10) business days after receipt of the list by both parties, the Superintendent and the GEA President shall meet to select the arbitrator. After the flip of a coin to determine who shall be first, the Superintendent and the GEA President shall alternately strike names from the list until one remains who shall be the arbitrator. The arbitration shall be scheduled for a date, time, and place that is mutually agreeable to the arbitrator, the Superintendent, and the GEA President.

WITNESSES AND EVIDENCE

Each party shall provide the other with a list of witnesses and a copy of any documentary evidence it plans to introduce not less than five (5) business days prior to the date of arbitration. This shall not be required for rebuttal witnesses and evidence.

RULES

Except as otherwise may be provided under this article, arbitration shall be conducted under the existing voluntary labor arbitration rules of the American Arbitration Association.

DECISION

The arbitrator shall deliver the written decision to the Superintendent and to the GEA President.

The arbitrator shall make no decision that is contrary to Alaska law or this Agreement, nor shall the arbitrator have the authority to add to, subtract from, disregard, alter, or modify any provision(s) of this Agreement, nor shall the arbitrator render a decision beyond the scope of the specific grievance.

Furthermore, the arbitrator shall not have the power to change any practice, policy, or rule of The District except as it may directly pertain to the specific grievance.

In an award with a retroactive effect, the award shall not have effect before the employee's first day of work of the work year during which the initial grievance is received.

The arbitrator shall not have the power to award punitive damages.

RESTRICTION ON APPEALS

The decision of the arbitrator shall be final and binding upon the parties and no appeal may be taken except under the express provisions of Alaska law for appeals of labor arbitration decisions.

COSTS

The charges for a list of arbitrators shall be borne equally by The District and the GEA. Likewise, the charges of the arbitrator shall be borne equally by The District and the GEA.

5 0 0 EVALUATIONS

501 Evaluation Purpose

The purpose of the employee evaluation procedure shall be to determine the success of an employee's job performance, to identify goals for improvement, and to establish a record of the employee's work performance.

502 Evaluation Method

The performance of all employees shall be evaluated in writing. Such evaluations shall be on the standard form provided by The District, based upon observations, and shall acknowledge the strengths of employees as well as deficiencies. The evaluator shall inform the employee of any deficiency in performance in a timely manner. If a deficiency is not corrected it may result in a "Needs Improvement" (N) rating on the evaluation. Data used to support the District's assessment for items marked N shall be shared with the employee. The evaluator shall take into consideration and note in writing any circumstances which may adversely affect an employee's performance, such as workload, the need for further training/mentoring, or physical facilities. GEA members may be consulted in the amendment of the District's Job Descriptions and Job Evaluations Manual. The District shall provide an annual evaluation of each GEA employee by an evaluator not in the GEA bargaining unit.

503 Areas of Evaluation

Employees shall be evaluated on the duties and responsibilities outlined in the appropriate job description. The District shall provide updated job descriptions when job descriptions do not reflect the current scope of duties and the current responsibilities of the position.

504 Conditions of Evaluation

The supervisor of record shall observe the employee during the evaluation cycle.

505 Number of Evaluations

Evaluations shall continue regularly throughout the employee's service. Twelve (12) month employees shall receive annual evaluations. The schedule of annual evaluations for employees does not preclude additional evaluations by The District, when deemed necessary.

506 Post-Evaluation Conference

All evaluations shall be followed by a conference between the evaluator and the employee in order that questions arising from the evaluation may be discussed. A mutually established conference date shall be established in a timely manner. After such conference the employee shall be provided a copy of any evaluation report prepared by the evaluator. Following receipt of the written evaluation, the evaluator and the employee shall sign the report indicating that they have received a copy. It does not necessarily indicate agreement with this report. A written response is optional. The employee's written response shall be attached to the evaluation document.

5 0 0 EVALUATIONS

507 Improvement of Job Performance

- a. Any area noted as less than Satisfactory (S) on the evaluation instrument shall be addressed by the evaluator during the evaluation conference so that the employee shall have an understanding of how the improvement(s) can be achieved.
- b. Should the employee's overall performance rating be less than S, The District shall provide the employee with specific, reasonable written recommendations for improvement. There shall be follow up communication at least once after the evaluation. A written summary of each communication shall be given to the employee in a timely manner after the communication.
- c. A final evaluation shall occur within a period that is not less than forty-five (45) nor more than ninety (90) business days of the initial evaluation requiring an improvement plan.

6 0 0 SEVERABILITY CLAUSE

If a court of competent jurisdiction rules a provision of the contract to be illegal, or the law changes to conflict with a portion of the contract, the remainder of the contract remains applicable and is legally binding.

SALARY & RELATED INFORMATION

701 Placement & Advancement on the Salary Schedule

Each classified employee shall be placed on the attached schedule based upon his/her years of service with The District. No employee shall receive a pay reduction through the implementation of this agreement.

Job descriptions and monetary value of all new positions for which no existing classification applies shall be bargained with a member of the GEA classified bargaining unit. For each classification, job descriptions shall be provided upon request. Descriptions shall include at a minimum:

- a. Job Title and Description
- b. Minimum requirements.
- c. A specific statement of required tasks and responsibilities.

Newly appointed employees shall be placed in Step A unless documentation of applicable previous experience is submitted to the Superintendent or Designee. Newly

appointed employees shall be placed in Step A unless documentation of applicable previous experience is submitted to the Superintendent or Designee. Notwithstanding, the highest induction step for the newly appointed employee shall be Step H, with up to 8 years of relevant experience outside of GCSD experience, unless the Superintendent or Designee determines that one (1) higher induction Step should be allowed for hard to fill positions.

Employees returning to The District may be placed in their last known Step (if returning to the same Range/ Position). Employees moving to a higher Range placement will not receive a reduction in compensation. All full time classified employees who transfer and/or who are hired into a new position shall keep all forward Steps earned on the salary scale, based on the following qualifiers, as determined by the Superintendent or Designee: through years of employment if the new position is a lateral move or higher range from the former position, and/or the employee has related training, and/or has related job experience.

SALARY & RELATED INFORMATION

702A Salary Ranges & Steps

1	School Aide	7	Assistant Cook I Custodian II District Special Ed Clerk	13	Administrative Assistant II Child Development Associate
2	Community Aide			15	Administrative Assistant III Maintenance I Resident Advisor
3	Cook's Helper Receptionist	8	Resource Room Coordinator IDEA / iGrad Coach Receptionist / Secretary	16	Certified Technician I
4	Academic Tutor Bilingual Aide Library Aide Teacher Aide Clerical I	9	Accounts Payable Business Associate I	19	Maintenance II
		10	Secretary/Registrar	20	Certified Technician II Field Representative
5	Reading Specialist Early Learning Aide Special Education Aide	11	Assistant Cook II Custodian II/Maintenance Administrative Assistant I Registrar Business Associate II	21	Maintenance III
6	Custodian Clerical II			24	Field Representative/ Administrative Assistant
				26	Certified Technician III

SALARY & RELATED INFORMATION

702B Range & Step Pay Scale 2025-2028

Range	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	\$19.47	\$20.06	\$20.65	\$21.24	\$21.83	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$43.07	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91
2	\$20.06	\$20.65	\$21.24	\$21.83	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50
3	\$20.65	\$21.24	\$21.83	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09
4	\$21.24	\$21.83	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68
5	\$21.83	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27
6	\$22.42	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86
7	\$23.01	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45
8	\$23.60	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04
9	\$24.19	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63
10	\$24.78	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22
11	\$25.37	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81
12	\$25.96	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40
13	\$26.55	\$27.14	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99
14	\$27.14	\$23.50	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58
15	\$27.73	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17
16	\$28.32	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76
17	\$28.91	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35
18	\$29.50	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94
19	\$30.09	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53
20	\$30.68	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12
21	\$31.27	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71
22	\$31.86	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30
23	\$32.45	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89
24	\$33.04	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48
25	\$33.63	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07
26	\$34.22	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07	\$43.66
27	\$34.81	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07	\$43.66	\$44.25
28	\$35.40	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07	\$43.66	\$44.25	\$44.84
29	\$35.99	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07	\$43.66	\$44.25	\$44.84	\$45.43
30	\$36.58	\$37.17	\$37.76	\$38.35	\$38.94	\$39.53	\$40.12	\$40.71	\$41.30	\$41.89	\$42.48	\$43.07	\$43.66	\$44.25	\$44.84	\$45.43	\$46.02

For employees at a maximum service step, a 2.5% bonus shall be paid after 3, 8, and 13 additional years of service. In order to provide appropriate educational and/or professional service in hard to fill positions, The District shall have the discretion to advance placement on the salary scale based on a competitive professional pay scale. This shall only be done following the failure to fill a posted vacancy with a qualified applicant.

* GILA/SHS staff differential 0-3 range \$2500, 4-6 range \$3000, and 7+ range \$3500

* GILA/SHS staff will receive ½ of their differential pay in November and the remaining ½ in April

8 0 0 HEALTH PLAN

801 Insurance Coverage

The insurance coverage shall be equal to and under the same conditions as that enjoyed by certified employees of The District. The classified employee(s) referenced in the Certified Negotiated Agreement shall be appointed by GEA.

END

GCSD CLASSIFIED EDUCATIONAL
SUPPORT PERSONNEL AGREEMENT



CLASSIFIED EDUCATIONAL SUPPORT PERSONNEL AGREEMENT

BETWEEN GALENA CITY SCHOOL DISTRICT
AND GALENA EDUCATION ASSOCIATION