

Cache County School District

Policy Series 5000: Personnel

Policy No. 5210

Education Association Leave

I. Purpose and Philosophy

- A. The Board of Education recognizes the value of employee associations to the educational process and the associations' interest in bettering the educational climate in the schools. This policy governs paid association leave for Cache County School District employees. This policy will be implemented in accordance with Utah Code Annotated [53G-11-505](#).

II. Definitions

- A. "Association" for the purpose of this policy means those associations recognized as representatives of District Employees.
- B. "Association Leave" for the purpose of this policy means leave from a school district employee's regular school responsibilities granted for that employee to spend time for association or union duties.
- C. "Paid Association Leave" for the purposes of this policy means leave from a school district employee's regular school responsibilities, without a deduction of leave or pay, that has been approved by the superintendent or his/her designee and which directly benefits education within the Cache County School District.
- D. "Costs and expenses" for purposes of this policy means salary, social security benefits, and retirement and substitute teacher pay.
- E. "Supervise" for purposes of this policy means to grant, direct, oversee and evaluate an individual's activities, as well as documenting and accounting for costs and expenses connected with paid association leave.

III. Policy

- A. An employee may be granted paid association leave by the District if duties performed by the employee on paid association leave directly benefit education within the Cache County School District.
- B. An employee requesting paid association leave must submit an application for such leave to the superintendent or his/her designee at least ten (10) working days prior to the date of the requested leave.
- C. All paid association leave shall be approved and supervised by the superintendent or his/her designee. The supervising administrator shall document such leave and account for costs and expenses connected with such leave.
- D. During the hours of paid association leave a District employee may not engage in political activity, including:
 - 1. Actively campaigning for candidates for public office in partisan and non partisan elections; and
 - 2. Fundraising for political organizations, political parties, or candidates.

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- E. In performing duties which do not qualify for association leave, a District employee is considered an agent of the association. Actions of the employee during this time shall be the sole responsibility of the association.
- F. Association leave must meet all the requirements above to be paid out of District funds. Associations will be required to reimburse the District for the costs and expenses of any association leave activities that do not provide a direct benefit to education within the Cache County School District.
- G. This policy does not prohibit an employee from taking personal leave or vacation in compliance with the District leave policy to participate in association leave which does not qualify as paid association leave.
- H. Subject to prior District approval, an employee who takes association leave may reimburse the District for the costs and expenses of such leave. Association leave taken by an employee who reimburses the district for the costs and expenses of the association leave will be considered unpaid association leave.

IV. Penalties for Violations

- A. Any willful violation of this policy may result in disciplinary action up to and including termination in accordance with the Utah Orderly School Termination Procedures Act.

Legal References:

Utah Code Annotated 53G-11-505

Synopsis:

Approved by the Board of Education: September 1, 2002. Last Revised: November 1, 2007.