AGREEMENT

BY AND BETWEEN

JUNCTION SCHOOL DISTRICT BOARD OF TRUSTEES

AND

JUNCTION TEACHERS ASSOCIATION

July 1, 2025 - June 30, 2026

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ARTICLE 1
AGREEMENT

1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Junction School District ("Board") and the Junction Teachers Association/CTA/NEA ("Association:), an employee organization.

1.2 This Agreement is entered into pursuant to Chapter 10.7 Sections 3540-3549 of the Government Code ("Act").

1.3 The term of this Agreement shall be July 1, 2025 to June 30, 2026, and, thereafter, until mutually agreed upon.

ARTICLE 2
RECOGNITION

The Board recognizes the Association as the exclusive representative for the purpose of collective bargaining of all certificated employees of the Board, excluding management, confidential, and supervisory employees as defined by the Board and provided for in the Act and excluding school Psychologist, certificated substitute, and non-association summer school employees.

ARTICLE 3
DISTRICT RIGHTS

It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law, limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with law.

3.1 The association grants the District Superintendent or designee, the right to discuss the following items with new employees at the time of hire or orientation; Offer of Employment, salary schedule placement, employee leave article, seniority, hours of employment, evaluations, new employee induction program, transcript/units, and JTA referral to local representative. This MOU is not subject to the Grievance Procedure related to the content in Article 5. An electronic copy of this bargaining agreement can be accessed on the district website under District home. A printed copy is available upon request.

ARTICLE 4
ASSOCIATION RIGHTS

4.1 Use of Bulletin Board, Mail Service, and Electronic Mail System

The Association shall have the right to post notices of activities and matters of Association concern on District bulletin boards. One such bulletin board shall be provided in each school building in an area that is frequented by teachers. The Association may use the intra-district mail service, e-mail, and the teachers' mailboxes for communicating with teachers, in accordance with rules and regulations of the Educational Employment Relations Act, Section 3543.1 (b).

4.2 Meetings With Unit Member

The Association's representative may, after the student day during the teacher day, meet members of the unit at their school site. The designee shall check with the local site administrator to avoid conflicts with the administrator's prior planned activities

4.3 District-Wide Committees

The District shall provide the Association with the names of teachers appointed to district-wide committees.

4.4 Evaluations of Certificated Personnel

If the schedule permits, the District shall provide the Association one hour during the teacher workday at the beginning of the school year to meet with newly hired members. If the schedule of the teacher workday does not permit such a meeting, the District shall provide one Association representative and all newly hired employees one hour of paid release time to meet. The District and Association shall mutually agree on the date and time of such a meeting.

ARTICLE 5
BARGAINING UNIT INFORMATION

5.1 Each time a person is newly employed in a position in the bargaining unit, the District shall inform them of their employment status, rights, benefits, duties and responsibilities, and other employment-related matters.

5.2 Any unit member who is a member of the Junction Teachers' Association (JTA), CTA/NEA, or who has applied for membership, may sign and deliver to the JTA Representative an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the association. Pursuant to notification from the Local California teachers' Association (CTA), the District shall deduct one-tenth (1/10th) of such dues from the regular salary check to the unit member each month for ten (10) months. Deductions for the unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.

5.3 The District shall provide orientation for all newly hired bargaining unit members to take place within seven (7) calendar days prior to the first day of classes, except when no new bargaining unit members are commencing employment at the start of the school year shall be provided an in-person orientation/onboarding meeting within twenty-one (21) calendar days from the date of hire. New bargaining unit members shall be paid their hourly per-diem rate, based on their annual salary, for the duration of these required orientation/onboarding meetings when orientations occur outside the contract year and/or day.

5.4 The District shall provide written notice of the date, time and location of all bargaining unit member orientation/onboarding meetings, by text and electronic mail, to the Association president and vice protestant no later than ten (10) days in advance of orientation/onboarding meetings. If, however, the District provides proof that there was an urgent need critical to the employer's operations that was not reasonably foreseeable,, the Association shall be provided as much notice as possible.

5.5 The Association shall be provided no less than sixty (60) minutes of uninterrupted time to communicate with bargaining unit members at the beginning of a staff work day before the start of the school year. District administration will excuse themselves during Association time.

5.6 The Association is entitled to invite CTA endorsed vendors and CTA staff to the Association portion of new bargaining unit member orientations/onboarding meetings and will have access to District audio visual equipment for Association

presentations.

5.7 The Association shall have District-paid release time to attend and participate in new bargaining unit member orientations/onboarding meetings for up to two (2) bargaining unit members, selected by the Association, if any orientation/onboarding meeting is held during contractual work hours.

5.8 The following new bargaining unit member information shall be delivered to the Association president in digital Excel format and a hard copy, sorted by seniority date, no later than 30 days after the date of hire:

1. Name
2. Home Address
3. Phone Numbers = work, home and cellular
4. Personal (non-District) Email Address
5. School Site
6. Grade Level/Assignment
7. Date of Hire
8. Seniority Date
9. Full time Equivalent (FTE) status
10. Employment Status (i.e. Probationary Permanent, Temporary, etc.)
11. Type of Credential (i.e. Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or college Internship, etc.)

5.9 At least every 120 days during every school year, the District shall deliver to the Association president the following information in digital Excel format for all bargaining unit members:

1. Name
2. Home Address
3. Phone Numbers = work, home and cellular
4. Personal (non-District) Email Address
5. School Site
6. Grade Level/Assignment
7. Date of Hire
8. Seniority Date
9. Full time Equivalent (FTE) status
10. Employment Status (i.e. Probationary Permanent, Temporary, etc.)
11. Type of Credential (i.e. Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or college Internship, etc.)

5.10 Violations of Article 5 shall be subject to the grievance procedure as outlined in Article 12

ARTICLE 6
HOURS OF EMPLOYMENT

6.1 Classroom teachers shall be on the school site for seven and one-half (7-½) hours each work day. Included within the seven and one-half (7-½) hour work day is a minimum one-half (½) hour duty-free lunch period.

Unit members shall not be required to remain at faculty meetings and/or in-service meetings beyond 3:30 p.m.

6.1.1 For each full-time TK-2 Teacher, the District will strive to provide a minimum of 150 minutes of preparation time per week within the workday. For each full-time 3-8 teacher, the District will strive to provide a minimum of 150 minutes of preparation time per week within the student day. For each part-time teacher, the District will strive to provide preparation time, during the workday, in an amount pro-rated for the teacher's FTE. Preparation time will be provided in a manner that is to be mutually agreed upon between the Association and the District.

6.2 Classroom teachers shall provide instruction for at least the total number of minutes as set forth in Education Code Section 46201. Any increase in instructional minutes above the 2013/14 school year shall be mutually agreed upon by the District and Association.

6.3 With the agreement of both the teacher and the Association, the District may compensate a teacher for teaching services rendered during his/her preparation period. The compensation for such services shall be one seventh (1/7) of the employee's regular salary provided the teacher is primarily responsible for the planning and organization of the class. (This article does not apply to period substitutions during a preparation period).

6.3.1 During the school year, any teacher who is assigned by the Principal or designee to cover another teacher's regular class during his/her preparation period, for not less than ten (10) minutes and not more than 60 minutes during times when the assigned teacher has no instructional duties, shall be granted one (1) half day of paid leave for each three (3) full assignments (i.e., more than ten (10) minutes and less than 60 minutes) subject to the following provisions:

6.3.1.1 The employee may select to be paid one half day of the short-term substitute teacher pay in lieu of such half day of leave.

6.3.1.2 Each employee who earns such leave which is not taken by the end of the school year shall be paid one half day of the short-term substitute teacher pay for each half day of such unused leave.

6.3.1.3 An employee, who, at the end of the school year, has covered classes during less than three (3) preparation periods shall be paid one sixth (1/6) of the daily short-term substitute teacher pay for each period of such class coverage.

6.4 Unless assigned other duties, teachers shall be at their teaching stations and open the classroom for the admission of pupils not less than fifteen (15) minutes before the time prescribed for the commencement of school and shall remain on campus until the professional obligations of the day are met. "Professional obligations includes but is not limited to after school IEP meetings, parent meetings, and other afterschool duties. IEP meetings shall not be held on Fridays after dismissal. During times of inclement weather, teachers are required to provide supervision in classrooms for pupils twenty-five)25) minutes prior to the time prescribed for the commencement of school, or 8:00 a.m., whichever is later.

6.5 Teachers shall be notified in writing of any scheduled staff meetings at least one day in advance of such meetings.

6.6 Teachers are permitted to leave the school grounds during the day when permission is given by the Superintendent or her/his designated representative. Teachers are required to notify the school office when leaving the school grounds during their duty-free lunch.

6.7 During the time pupils are in attendance, certificated employees may be assigned duties in the supervision of children at the direction of the Superintendent or his/her designee. These assigned duties shall, to the extent possible, be equitably distributed within a grade level strand as follows: TK-K, 1-2, 3-5, 6-8. Any teacher not regularly assigned to a strand will be assigned to a strand for purpose of allocating supervision duties.

6.8 Required Training

Beginning with the 2026-2027 school year, the district will designate three hours on the first professional development day of the school year for teachers to complete required training. Prior to this change, all required training was completed during teacher workdays or on teachers' own time. Remaining required training will continue to be completed on teacher workdays or on teachers' own time.

If the required professional development on the first professional development day exceeds 4.5 hours, the district will designate two staff meetings for teachers to work on assigned trainings.

6.9 Full time unit members will sign up for four (4) after school activities each school year. Assigned unit members will supervise activities per district guidelines. Unit members who sign up for more than four (4) after school activities shall be compensated at the rate of $30.00 per activity A unit member may not sign up for an after school activity for which he or she receives a stipend. By September 15th of each school year, the District and JTA shall work together to establish a list of these activities.

6.10 Teachers and instructional specialists, except as noted, shall work on hundred eighty (180) instructional days each school year, three (3) teacher workdays, one of which to be on or before 8/11 and on or before 6/21 as a flex day and three (3) staff development days, for a total of one hundred eighty-six (186) workdays.

6.11 All staff development required by the district shall be during the contracted workday/calendared school year. All staff development requested by the District outside of the contracted workday/calendared school year must be District approved. Compensation will be worked and paid in half-day or full-day increments at the hourly rate (Article 8.7) or as compensation time.

ARTICLE 7
PART-TIME EMPLOYMENT/JOB SHARE

It is the intent of this provision to allow part-time certificated employment in instances where it is mutually beneficial to the employee and the District. District initiated part-time employment as well as employee initiated part-time employment are addressed by this Article.

Part-Time

An employee's request for leave of absence for the portion of job share requested shall be submitted annually in writing by January 15th. An employee who requested and was granted a part-time assignment who wishes to return to a full-time assignment for the following school year shall notify the District in writing by January 15th. The District shall approve or deny the requests in writing by March 10th of the current school year.

7.1 It shall be by mutual consent of the District and the Association to determine:

(a) Which employees will participate.

(b) How many employees will participate.

(c) The form of the part-time employment.

(d) Prior to any Board action on the leave of an individual pursuant to these provisions, the District shall provide a copy of these provisions to the individual, and shall notify the Association of the intended action within sufficient time to counsel the employee of the rights hereunder.

7.2 The District's commitment to individual employees for part-time employment extends for the current school year only and must be renewed annually at the District's discretion. However, once the pro-rata time has been established, such percentage will be guaranteed for the current school year. If the part-time employment is not renewed by the District, the teacher shall be given opportunity for return to full-time employment.

7.3 The workload, work hours and days of employment shall be mutually established prior to the part-time employment commencement.

7.4 The District will determine on an annual basis whether the employee is to continue at the part-time employment level subject to the approval of the teacher.

7.5 The employee shall be paid a salary which is a pro-rata share of the salary which would have been earned on a full-time basis.

7.6 For purposes of part-time certificated employment only, a full-time teaching day will be considered 7 ½ hours per day, for one hundred eighty-six (186) days.

7.7 On campus, before and after duty day, preparation time, and non-compensated extra duties are determined by the ratio of the teaching hours to the assignments of full-time teachers. Part-time certificate employees).5 FTE or greater) must be in attendance at all faculty/in-service meetings in accordance with Article 6.5 of the current contract. Compensation will be determined by the number of hours about their FTE. Exceptions may be made by mutual agreement of the employee and the Superintendent or designee.

7.8 In order to be eligible for a District contribution for health insurance benefits, an employee must be employed as at least .5 FTE in his/her regular position (exclusive of stipend or extra duty work). Eligible part-time employees are entitled to receive District paid insurance benefits on a pro-rata basis. Employees assigned less than .5 FTE may elect coverage through the District's health, vision, dental, and/or life insurance plan but shall be responsible for the full cost of the premium.

7.9 The employee and the District will participate in the State Teachers Retirement System in accordance with the rules established by the State Teachers Retirement fund.

7.10 The certificated employee will maintain seniority in accordance with Education Code provisions, with the date of hire being established as the first date of actual service. The employee shall be eligible for a salary increment step if he/she is in active employment in his/her position for fifty percent (50%) of the normal work year.

7.11 The option of part-time employment must be initially exercised at the written request of the employee. Thereafter, continued part-time certificated employment will be determined by the conditions outlined in this agreement.

7.12 The amount of sick leave earned varies directly to the percent of full-time employment. An employee who must use sick leave will reduce earned sick leave on the same pro-rata Basis as his/her employment.

7.13 All applicable Education Code sections and State Teachers Retirement System provisions will apply to this agreement.

Job Sharing

7.14 A sharing of a job may be proposed by any regular teaching District certificated employee. Job sharing shall refer to two (2) unit members on District contracts sharing one (1) teaching assignment. If a certificated District employee has

interest in job sharing, a written application and proposal must be made to the District by January 15th. Two unit members may share an assignment for a minimum of one (1) year. The District has no obligation whatsoever under these provisions to search for, locate, or assign a District certificated employee to share an assignment.

7.14.1 An application and proposal for a job sharing assignment for the following school year shall be filed with the District no later than January 15th. It shall be by mutual consent of the District and the Association to determine:

(a) Which employees may participate

(b) How many employees will participate

(c) The form of job share program

(d) Prior to any Board action on the leave of an individual pursuant to these provisions, the District shall provide a copy of these provisions to the individual, and shall notify the Association of the intended action within sufficient time to counsel the employee(s) of the rights hereunder.

The District shall approve or deny requests and notify, in writing, the applicant of its decision by the first regularly scheduled board meeting in May. If a request is denied, the applicant shall be notified, in writing, of the specific reasons for the denial. The decision to approve or disapprove a job sharing application is discretionary and shall not be subject to the grievance procedure.

7.14.2 If no other certificated District employee wants to job share, the applicant and District, working together, may generate a job share position. A new certificated employee hired by the District solely as a job share partner shall be a temporary employee based on leave of absence.

7.15 Both participating teachers will reduce their teaching load or assignment to the approved job-share contract portion of the work day and be placed on leave for the balance.

7.16 <u>Length of job share contract</u>

7.16.1 The period of the job sharing and the leave shall not exceed one year.

7.17 The leave and the job sharing arrangements shall be established by written agreement. The joint application shall specify the number and placement of hours per day, days per week, weeks per month, and months per year which each

teacher applicant agrees to work. The application shall also specify the respective duties which will be performed by each teacher applicant. Such designated duties shall include, but not limited to: attendance at faculty meetings, parent conferences, "Back to School" night, "Open House", and other events at which attendance by District certificated employees is required in accordance with this Agreement; responsibility for student grades, report cards, daily student attendance reporting and co-curricular activities, special events or other assignments which are included within the responsibilities of the full-time teaching position for which the joint application is being made.

7.18 Compensation

7.18.1 There shall be no increase in cost to the District for salary and/or benefits beyond the cost that would be incurred for a single employee.

7.18.2 Salaries/benefits/salary schedule increment shall be pro-rated for part-time (job share) contracts in proportion to the amount that the approved portion of the employment bears to full-time employment.

7.18.3 Job-share partners will be given first opportunity to substitute for partner with a straight across exchange for a day for a day. Any additional compensation for work assignment shall be agreed upon between District and job share partners when the contract is written. If both partners are required by the District to work a day other than contractually agreed upon times (Article 7.14.4, Parent Conferences), the non-assigned partner will be paid at their salaried daily rate for that day. On days when a partner does substitute and a straight-across exchange of days is not possible, the pay rate shall be the salaried daily rate for the substituting partner.

7.19 A job sharer who has been a full-time certificated employee and who wishes to return to a full-time assignment in the subsequent year, must inform the Superintendent or designee by January 15th. The certificated employee shall return to full-time status provided there is an appropriate vacancy for which the certificated employee is qualified by specific training, credential, or experience.

7.20 Unit members on leave shall be governed by Article 11 (Leaves). Such employment shall be subject to all pertinent rules and regulations of the Education Code.

7.21 In the event a job sharing is discontinued, the unit member who immediately held the position prior to the job-share shall have the first opportunity for assignment to the full time position. If neither job share partner held the position prior to the job-share, then the permanent bargaining member with the most seniority shall have first opportunity to the assignment in the full-time position.

ARTICLE 8
COMPENSATION (WAGES & BENEFITS)

8.1 General

8.1.1 Wages subject to this Agreement will be in accordance with the salary schedule set forth in Appendix A.

8.2 Salary Schedule Provisions

8.2.1 Units are valued on a continuum ranging from columns BA +Credential, BA +45, BA +60 and BA +75 units. Advance approval required by the Superintendent, no units granted for any compensation or cost to the District, (with the exception of ATE), and the level (Upper division vs. Lower division or graduate vs. undergraduate) and quality of units taken. (The Professional Growth Committee, which shall consist of up to three teachers and the Superintendent and/or his/her designee, will meet to verify and evaluate these units.) Units must be completed prior to September 1st. Verification of such units must be submitted by October 1st.

8.2.2 An annual Master's Degree Stipend will be $1,750, and an annual Doctorate Degree Stipend will be $2,250.

8.2.3 Teachers shall be given credit on a year-for-year basis at the time of initial Salary schedule placement for previous teaching experience, subject to the following criteria:

1. The previous teaching was full-time for at least one hundred thirty (130) days.

2. The previous teaching occurred at a public or private school within the United States or an American school outside of the United States.

3. The previous teaching occurred after receipt of a California credential or a credential from another state with reciprocity with California.

4. The previous teaching was within the authority of the credential and was service customarily and ordinarily expected of a teacher with a credential.

5. The experience shall be verified to the satisfaction of the District.

8.2.4 Salary is determined by finding years of experience and appropriate number of units approved for salary increase.

8.2.5 In order for the annual vertical step to be granted, a teacher must have served in his/her capacity as a teacher for a minimum of 50 percent (50%) of the school year.

8.2.6 Teachers may accrue "professional staff development hours" which will be converted to "units" based upon a conversion factor of 15 "hours" per unit" granted. As with "units", teachers must submit verification of completion by October 1st of each year to have them be credited for the ensuing year. Said "hours" must meet standards of being supplied by a university or college and not otherwise compensating a teacher. All professional development hours must be beyond the employees regularly scheduled work day at no cost to the district. Prior approval must be granted by the Superintendent or designee.

8.2.6.1 If fewer than 15 "hours", carryover shall not exceed one year.

8.2.6.2 Professional growth hours do not follow the employee if they move. Units from a University will follow the employee.

8.3 Extra Duty Assignment

8.3.1 All teachers will have an equal opportunity to apply for each extra pay position. The administration will retain the right to make final selections of extra pay personnel from among the applicants, based upon experience, training, expertise and the desire to provide the best educational experience for the student.

8.3.2 Teachers opting for compensatory time off in lieu of cash compensation for extra pay positions shall take the compensatory time off by June 30th or be paid out. Teachers shall be allowed to carry over up to 5 days of Comp Time that will need to be used by June 30th of the following school year the compensatory time was earned. If the Teacher is not permitted to take their earned time, the teacher shall be paid out by the District, the balance of compensatory time remaining at the hourly rate of the school year in which the extra pay was earned.

8.4 Salary Placement Information to Association

The Board shall furnish the Association with a list stating placement of unit members on the salary schedule by October 15th.

8.5 Extra Pay Activities

8.5.1 Effective 2020-2021, all Extra duty stipends shall be paid pursuant to Appendix I.

8.5.2 Clubs

Clubs will be placed on Appendix I at 1.72% of A/1. The district will offer up to 15 club activity stipends each school year. Staff will need to submit a proposal to the Superintendent for consideration/approval. Clubs must minimally consist of 8-12 hours of direct face-to-face interaction with students. With pre-approval, clubs offering face-to-face participation in excess of 15 hours will be compensated at $75/hour for those additional hours. Clubs being offered on more than one occasion (e.g, winter and sprint) during the year will each need to have pre-approved agreements for each offering.

8.5.3 Extra pay activities will be subject to the following conditions:

8.5.3.1 All teachers will have an equal opportunity to apply for each extra pay position.

8.5.3.2 Additional extra pay positions which are to be implemented during the life of this Agreement will be presented by the Board to the Association along with a description of duties, fifteen (15) days prior to personnel selection for the purpose of agreement upon pay schedule and its inclusion within this contract.

8.5.3.3 The administration will retain the right to make final selections of extra pay personnel from among the applicants, based upon experience, training, expertise and the desire to provide the best educational experience for the student.

8.5.4 Overnight assignments for environmental camp, as approved by the District, will be compensated at 5 hours for each overnight assignment at the agreed upon hourly rate for teachers. The responsibility for supervision/teaching at environmental camp rests primarily with teachers assigned .50 of their teaching load to sixth grade. It is expected these sixth grade teachers will accept this responsibility to be at camp. Additional staff will be selected from volunteers in the following priority order:

(a) Teachers with some sixth grade teaching responsibility but less than .5 responsibilities.

(b) Teachers from the seventh/eighth grade faculty.

(c) Teachers from the K-5 faculty.

8.5.5 A 5% increase in extra pay rate shall begin on the 5th year of continuous extra pay service in the same specific position or sport, beginning with the 1992-'93 school year.

8.6 Right to Change Activities

The District retains the right to discontinue any activity or approve new activities based on student interest, numbers involved, league changes, and funds available.

8.7 Hourly Wage Rate

Instructional services to students, including instructionally related events (e.g, Kindergarten Round-Up, Welcome Night, and 6th-Grade Orientation), may be provided by a certificated staff member on an hourly basis. Hourly rates shall be determined using the figure under Step 1, Column BA + 60 of the Certificated Salary Schedule set forth in Appendix A.

A non-instructional hourly rate will be paid for after-school activities (e.g, game supervision, school dances). And shall be $30/hour. Hours must be pre-approved by the district administration.

There will be a 5% augmentation per hour for the position of "Summer School Lead Teacher". Assignment is discretionary on the part of the district. An acceptance on the part of the employee is voluntary.

8.8 Insurance Benefits

Effective October 1, 2025**,** the District will provide a maximum contribution of $11,700 per full time employee to provide bargaining members with benefits that include medical, dental, vision, life insurance, and income protection. Employees may choose the coverage they desire during the open enrollment period. Any amount over the District maximum contribution must be paid for by the employee. Any amount spent less than the district maximum contribution shall be directed into a categorical fund for the purpose of funding retiree benefits, as outlined in Article 8.10.

8.9 Employee on Leave

Employees on unpaid leave of absence from the District service may elect to continue any or all District insurance/benefit plans at their own cost and by payment to the District in advance of any monthly premiums due. Bargaining unit members who work a complete school year shall have insurance benefits under the District's fringe benefit program effective through the last day of September of the succeeding school year. Bargaining unit members who are employed subsequent to the first day of the school year shall have insurance

benefits commence on the first day of the month following date of employment.

8.10 Retirement Benefits

Upon written request, a unit member who has completed ten (10) years of satisfactory full-time service in the Junction Elementary School District, in a certificated position, who is between the ages of 58 and the age of Medicare eligibility, may participate in this program upon retirement under the California State Teacher Retirement System (STRS)

A participant under this program is eligible to receive District-paid medical, dental, and vision insurance coverage (Consistent with regulations of the group provider) in the amount of the annual retiree cap based on years of service (see table below), prorated up to the age of Medicare eligibility or seven (7) years, whichever occurs first. The retiree shall pay for any premium not covered by this District contribution, pursuant to District procedures. A retiree with 30+ years of service credit receives the amount of the benefit cap at the date of retirement (when there is an increase in the benefit cap limit associated with negotiations, this chart will automatically be updated to reflect the change.)

	Retired July 2026 and subsequent years only
30+ years of service credit	$11,700
25-29 years of service credit	$10,935
20-24 years of service credit	$10,220
15-19 years of service credit	$9,551
10-14 years of service credit	$6,500

At the option of the retiree, District contribution may be distributed towards medical insurance premiums for a maximum of seven (7) years or the age of Medicare eligibility, whichever occurs first, but not to exceed the annual cap.

8.11 Supplemental Employee Retirement Option

The District may identify and secure an option to provide for the early retirement of interested individuals. Any such option shall be negotiable. If the employee provides early notice of irrevocable retirement from the District and STRS at the conclusion of June 30 of the current Academic year by December 1st, the employee will receive $5,000. A unit member who has completed fifteen (15) years of full- time service in the district shall receive an additional $1,500.

By November 1 of the current year, the parties may re-establish a Benefits Study Committee. The committee shall investigate health benefit options for the following school year and thereafter. Any benefit changes shall be negotiated.

8.12 Short-Term Independent Study:
Unit members will support average daily attendance of students by completing Independent Study contract within the designated timeline. Independent Study contract will be completed by assessing completed student work, completing the signed contract pages and returning the packet to the attendance secretary within 5 days of receiving student work and no later than 10 days from the end of the Independent Study contract if no work is turned in.

ARTICLE 9
PARENT COMPLAINTS OF DISTRICT EMPLOYEES

9.1 Pursuant to Section 35160.5 (c) of the Education Code, the District will provide the following procedures for resolution of complaints regarding employees of the District.

9.2 Every effort will be made to resolve a concern at the earliest possible stage. Concerns not resolved through a discussion, first between parent and District employee, the one or more of the following: District employee and Administration; District employee, Administration and parent; parent and Administration; must be submitted in writing before further processing as complaint.

9.3 Any parent or guardian of a pupil enrolled in the District may make a written complaint regarding any District employee. The appropriate channel for a written complaint is to employee's immediate supervisor with a copy given to the employee by the Supervisor, to the Superintendent, and lastly to the School Board.

9.4 Written complaints must be submitted within thirty (30) days of an incident or the reasonable knowledge thereof, but in no case to exceed ninety (90) days or the end of that fiscal school year, in the school year the event giving rise to the complaint takes place unless an extended period is required by law.

9.5 All such complaints shall be on complaint forms available at the school sites (see Appendix B, Step 1) signed by the complainant, and submitted to the employee's immediate supervisor.

9.6 Upon receipt of the complaint form by the immediate supervisor, the employee shall be given a copy of such complaint and shall be attached to the complaint. If no meeting has taken place between the employee and complainant, the employee shall have the right to request to meet in order to question the complainant regarding the accuracy and validity of the complaint.

9.7 If a response is requested by the complainant, the employee's immediate supervisor shall reply in writing within (30) workdays of such request.

9.8 The complainant may contest the response of the employee's immediate supervisor by written appeal to the Superintendent (see Appendix B, Step II) within fifteen (15) workdays of such response. The Superintendent, upon receipt of such appeal, shall respond within fifteen (15) workdays.

9.9 The employee may ask to address the School Board in open session or closed

session regarding the complaint.

9.10 No negative and/or unsatisfactory evaluation shall be predicated upon information or material of a derogatory or critical nature which has been received by the evaluator from parents or guardians of a pupil enrolled in the district unless the above procedures have been followed.

9.11 Complaints which are withdrawn or are not sustained shall neither be placed in the employee's personnel file nor utilized in any evaluation or disciplinary action against the employee.

9.12 Any complaint filed by a parent or guardian will not be used in the evaluation of an employee or placed in that employee's personnel file if the procedural steps described above have not been followed.

ARTICLE 10
DISCIPLINE OF PROBATIONARY EMPLOYEES

10.1 This Article shall apply to the dismissal or release of probationary employees for cause or unsatisfactory performance during the school year pursuant to Education Code section 44948.3. This Article does not apply to the decision of the District to grant permanent status at the end of the second probationary year or to reemploy at the end of the first or second probationary year.

10.2 A probationary employee may be dismissed or suspended without pay for just cause.

10.3 Notice of Suspension or Dismissal

The Superintendent or designee shall give 30 days' prior written notice of dismissal or suspension, not later than March 15th in the case of second year probationary employees. The notice shall include a statement of the reasons for the dismissal and notice of the opportunity to appeal. In the event of a dismissal for unsatisfactory performance, a copy of the evaluation conducted pursuant to Section 44664 shall accompany the written notice.

10.4 Notice of Appeal

The probationary employee shall have fifteen (15) calendar days from the date of receipt of the notice of dismissal or suspension to submit to the Governing Board a written request for a hearing. Failure of the employee to respond within the time specified shall constitute a waiver of the employee's right to a hearing.

10.5 Pay Pending Hearing

The employee will continue to receive pay and other entitled benefits while the Hearing is pending. However, nothing in this section shall preclude the placement of the employee on administrative leave from duty with pay during this period.

10.6 Hearing Procedures

(a) Hearing Before the Board

The Governing Board may conduct the hearing or may establish procedures for the appointment of an administrative law judge (ALJ) to conduct the hearing and submit a recommended decision to the board.

(b) Notice of Hearing

The Governing Board of ALH shall set the matter for hearing and shall notify the parties in writing of the date and place of such hearing at least ten (10) days before the hearing.

(c) Procedure

The Superintendent or designee shall review for the Arbitrator the reasons for the dismissal of suspension and present exhibits and other evidence to support the District's action. The employee then shall have the right to respond based upon issues and facts.

(d) Rights of Employee

The employee shall attend any hearing and shall be entitled to:

1. Be represented by the exclusive representative, counsel or any other designated representative with the consent of the Association at such hearing;

2. Testify under oath;

3. Cross-examine all witnesses appearing against the employee or to question any individual who has investigated any of the matters involved in the hearing and whose reports are offered in evidence;

4. Present evidence regarding disputed facts:

5. Argue the case.

(e) Evidence

Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs. Irrelevant and repetition evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

(f) Exclusion of Witnesses

The Governing Board or ALJ may, in its discretion, exclude witnesses not under examination, except the employee and the party attempting to substantiate the charges against the employee, and their respective counsel. When hearing testimony on scandalous and indecent conduct, all persons not having a direct interest in the hearing may be excluded.

(g) Transcript of Hearing

A stenographic record of the hearing shall be kept if requested by either party. The party requesting the stenographic record shall, unless jointly requested, pay the cost. Transcripts of the hearing shall be furnished to either party on payment of the cost of preparing such transcripts.

(h) Decision

The Governing Board shall issue a written decision and serve its decision on the parties by regular U.S. mail. Ifa an ALJ is used, the ALJ's decision shall be advisory to the Governing Board.

The ALJ's proposed decision shall be submitted in writing to the Governing Board and the employee. If the Governing Board accepts the proposed decision, it need not read the record of the hearing. If the Governing Board declines to accept such decision, it must read the record after which it may adopt the Arbitrator's decision or render its own decision. The rendering by the Board of its own decision shall require a majority of affirmative votes.

Unless the decision provides otherwise, it shall be effective immediately. Except for the correction of clerical error, the decision shall be final and conclusive.

(i) Costs

All costs of an ALJ, if used, shall be borne by the District. All other expenses shall be borne by the party incurring them.

(j) Continuances

The Governing Board or ALJ may grant a continuance of any hearing upon such terms and conditions as may be deemed proper. Any request for continuance made less than forty-eight (48) hours prior to the time set for the hearing will be denied unless good cause is shown for the Continuance.

ARTICLE 11
LEAVES

11.1 Sick Leave

11.1.1 Employees shall be entitled to ten (10) workday's leave of absence for illness or injury with full pay for a school year of service. Such leave may be taken for the employee's own illness or injury or to attend to the illness or injury of the employee's spouse, child, parent, or other family member as set forth in our contract 11.6.2.

11.1.2 Sick leave shall be granted in no less than half-day increments.

11.1.3 Employees may accumulate unused Sick Leave without limitation.

11.1.4 Upon request by the District, employee provide written verification from the employee's physician or practitioner of those who follow a recognized faith which depends upon prayer for healing following any absence due to illness or injury as a condition of payment of Sick Leave benefits

11.1.5 Employees shall, whenever possible, notify their immediate supervisor or his/her designees in advance of taking or returning from any sick leave.

11.1.6 Prior to returning to work from Sick leave from surgery or a serious illness, upon the request of the District, an employee must provide a doctor's release certifying medical permission to return to work.

11.1.7 In the event of illness or injury, the employee shall utilize Sick leave in the following order:

(a) Use balance of current year's Sick Leave;

(b) Use other accumulated Sick Leave;

(c) Use any awarded Catastrophic Leave;

(d) Use the balance of time, not to exceed a total of five (5) school months, during which the employee receives the difference between the employee's per diem pay and that of any substitute employee who is actually employed to fill the employee's position during the period of illness or injury.

11.1.8 Reduced Absence Incentive: Effective July 1, 2022, the District will compensate $100 per day annually of unused granted sick leave (granted per Ed Code 45191), to be paid in June of each

year. To qualify for the incentive, unit member must have used less than 50% of their available granted leave. The unit member will retain the amount of sick leave not used and the amount shall be accumulated from year to year.

11.2 Sick Leave Bank/Catastrophic Leave

11.2.1 Establishment

The Association and the District agree to establish the Junction Teachers Association Catastrophic Leave Bank effective October 1, 1996.

11.2.2 Eligibility

Employees who have exhausted all paid leave may apply for and use Catastrophic Leave as provided in this Article and Education Code 44043.5.

11.2.2.1 To qualify for Catastrophic Leave, the employee must have suffered an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family, which incapacity requires the time to take care of that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.

11.2.3 Catastrophic Leave shall begin no sooner than the 11th work day of absence, and only after all other personal accumulated sick leave and other paid time off have been exhausted.

11.2.4 Catastrophic Leave is not to exceed a cumulative maximum of the total number of working days in the school year or the maximum number of days donated pursuant to this section. Catastrophic Leave shall be taken in hour increments based upon the individual's hourly length of day.

11.2.5 Voluntary donations to the Catastrophic Leave Bank may be received from District administrators. Voluntary contributions from individual employees may also be made to any other individuals employed by Junction School.

11.2.6 Participation in the Catastrophic Leave Bank is voluntary. District employees desiring participation must donate 15 sick leave hours. Only those who donate may receive contributions from the bank. Effective August 2021, all new permanent employees will have until September 30th of each school year to elect to participate.

11.2.7 Members in the Bank may require solicitation of additional hour/hours, dependent upon need, when the bank of days drops to or below 400 hours. Failure to make such donation shall result in automatic consolation of membership. Previous donations shall not be returned upon cancellation. Eligibility may only be re-established in accordance with Sections 11.2.3 and 11.2.7

11.2.8 Catastrophic Leave Bank Committee

11.2.8.1 A Catastrophic Leave Bank Committee shall be established consisting of a representative from JTA and the District.

11.2.8.2 It shall be the responsibility of the Committee to administer the Catastrophic Leave Bank in accordance with this Agreement and applicable State law. The duties of the Committee are to:

(a) Receive leave requests;

(b) Verify the validity of requests;

(c) Approve or deny requests;

(d) Communicate its decisions to affected employees and the Superintendent

(e) Solicit donations of sick leave from eligible employees as needed.

11.2.8.3 The Committee shall designate one of its members as Chairperson.

11.2.8.4 The District shall cooperate with the Committee in establishing appropriate record-keeping procedures.

11.2.8.5 The Committee shall keep all records confidential and shall not disclose the nature of any illness except as is necessary to process the request for leave and appeals of denials.

11.2.8.6 A quorum of the Committee shall consist of three (3) members. Approval of a request shall require a majority vote of the members present at a properly convened meeting of the Committee consisting of at least a quorum.

11.2.9 Application Procedure

11.2.9.1 An employee desiring Catastrophic Leave shall submit a request in writing to the Catastrophic Leave Bank Committee stating the facts

which support a need for Catastrophic Leave, including verification from Representatives from JTA district.

11.2.9.2 The Committee shall review the application and make its decision within a reasonable period of time.

11.2.9.3 If the Committee determines that the employee is eligible for Catastrophic Leave, it shall designate the number of eligibility. The Committee may approve eligibility in renewable increments not to exceed 240 hours. If donated hours of sick leave are available from the Leave Bank, they may be used by the employee. If sufficient hours are not available, the Committee shall solicit donations of hours from eligible employees in accordance with this Agreement on a form approved by the Association and the District. (Appendix G)

11.2.9.4 The applicant shall comply with any requests for additional information from STRS/PERS or Social Security within fifteen (15) calendar days, or his/her eligibility to participate in the Catastrophic Leave Bank shall cease. If denied benefits by STRS, PERS, or Social Security, the applicant must appeal, or his/her eligibility to participate in the Catastrophic Leave Bank shall cease.

11.2.10 Donations to Catastrophic Leave Bank

11.2.10.1 Employees may donate up to eighty (80) hours of accrued, full time sick leave or vacation to the Catastrophic Leave Bank each school year in five hour increments.

11.2.10.2 Once made, a donation becomes irrevocable. All contributions shall be voluntary and no employee shall be pressured to contribute to the Bank.

11.2.10.3 Donations to the Bank may be made in response to either a general solicitation by the Catastrophic Leave Bank Committee or a solicitation on behalf of a specific employee.

11.2.10.4 All solicitations for donations to the Catastrophic Leave Bank shall be made by the Catastrophic Leave Bank Committee on forms approved by the Committee and the District. (Appendix G)

11.2.10.5 An employee who has announced his/her resignation or retirement may donate up to forty (40) hours to the Catastrophic Leave Bank, provided the total number donated in that school year does not exceed eighty (80) hours.

11.2.11 Miscellaneous Provisions

11.2.11.1 Unused hours remaining in the Catastrophic Leave Bank shall carry over from year to year.

11.2.11.2 Unit Members using hours granted to them from the Catastrophic Leave Bank shall not accrue any other leave provided for by this Agreement, or by law.

11.2.11.3 If the Catastrophic Leave Bank is terminated for any reason, any hours remaining in the Bank shall be returned to the then current employees in proportion to the number of hours donated.

11.2.11.4 The denial of a request for hours from the Catastrophic Leave Bank is subject to appeal to the Junction Employee's Appeal Board only, and is not subject to review or appeal under any other procedure. This Board shall consist of ne (1) member from each of the following groups: District Superintendent or designee, classified management, and two (2) Association representatives chosen by the Association. Any tie shall be broken by an additional vote from the classified management member.

11.3 Leave for Pregnancy Disability

11.3.1 Employees who are working are entitled to use personal illness and injury leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from on the same terms and conditions governing leaves of absence for other illness or medical disability. Such leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above.
The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician.

11.3.2 The employee on leave for pregnancy be entitled to return to a position comparable to that held at the time the leave commenced.

11.4 Parental Rearing Leave

Unit members may choose to take up to 12 weeks of child rearing leave. Sick leave will be applied towards these 12 weeks of child rearing leave until all sick leave is exhausted. Thereafter, the unit member may use differential leave for the balance of the 12 week child rearing period in accordance with Education Code section 44977.5.

11.5 Family Care Leave

In addition to any and all other forms of leave, family care and medical leave shall be for 12 weeks during any 12 month period with paid District health insurance but without wages. During the period of family care and medical leave, the District shall require the employee to use his/her accrued vacation leave, other accrued time off and any other paid or unpaid time off negotiated with the District.

11.6 Bereavement Leave

11.6.1 An employee shall be entitled to a maximum of five (5) days leave of absence without loss of salary for the death of any member of his immediate family.

11.6.2 Member of "immediate" family is defined as the father, mother, child, or child's spouse, brother, sister, aunt, uncle, niece, nephew, grandfather, grandmother, or grandchild of immediate household. See Labor Code 233; 245.5.

11.7 Jury Duty and Court Appearance

11.7.1 An employee is entitled to a leave to appear for jury duty or to serve as a witness under subpoena other than as a litigant and not brought through the connivance or misconduct of the employee. An employee is also entitled to a leave when required to appear in court in a matter directly related to his/her employment and not brought through the connivance or misconduct of the employee.

11.7.2 An employee shall receive his/her regular pay less any amount received for jury or witness fees, exclusive of allowed travel expense.

11.8 Personal Necessity(Paid Leave Deducted from Sick Leave Bank)

11.8.1 Unit members may use a maximum of seven (7) days of accumulated Sick Leave in any school year for Personal Necessity Leave:

(a) A unit member may use these days at his/her election

(b) If such day(s) is(are) adjacent to a holiday break, the following must occur:
- Leave requests must be submitted at least 10 days prior to said days of leave.
- Maximum of two employees may utilize this day

(c) Not more than (2) consecutive days may be taken unless prior Superintendent approval is granted

11.8.2 Employees shall not be required to give advance notice for leave taken for any of the following: death or serious illness of a member of the immediate family; accident involving the employee's person or property, or the person or property of his/her immediate family.

11.8.3 An employee must submit a leave request at least 48 hours before taking all other Personal Necessity/Professional-Personally Compelling Leave.

11.9 Industrial Accident and Illness Leave

11.9.1 Employees shall be eligible for leave of absence because of industrial accident or illness which Schools Insurance Authority considers a valid claim. Pursuant to Education Code section 44984, allowable leave shall be for not more than sixty (60) service days in any one fiscal year for the same accident and shall commence the first day of absence.

11.9.2 Leaves of absence under this provision shall not be accumulated from year to year. When the Industrial Accident or Illness Leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

11.9.3 Employees shall be paid such portion of the salary due them for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salaries.

11.9.4 Leave of absence applied for under this provision shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award to the employee.

11.9.5 Upon termination of Industrial Accident Leave, the employee shall be entitled to accumulated sick leave benefits under the sick leave provision of this Agreement with the provision that if the employee continues to receive a temporary disability indemnity, he/she may elect to receive as much of his/her accumulated sick leave which, when added to his temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial Accident or illness. The District, in turn, shall issue the appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized contributions.

11.10 Military Leave

Employees are entitled to appropriate military leave of absence provided by applicable law.

11.11 Unpaid Leave - Long Term

11.11.1 Upon recommendation of the Superintendent and approval by the Board of Education employees may be granted leave without compensation, benefits, increment, seniority or tenure credit for a period of up to one (1) school year.

11.11.2 The employee shall apply for such leaves of absence in writing prior to May 1 of the year preceding the leave or November 15 preceding a second semester leave. The request shall state the reason for the leave and the proposed beginning and ending dates of the leave.

11.11.3 The request may be approved or denied by the Board of Education

11.11.4 By December 15th, the District shall remind the employee on leave that the employee must notify the District of intent to return prior to January 10th. An employee on such leave shall notify the District Personnel Office prior to January 10th of the school year as to an intent to return to employment in the District in the next school year. Failure to so notify will be considered an abandonment of position.

11.12 Association Leave

Up to a total of eight (8) days leave for Association business shall be provided for the use of the association's Co-Presidents or their designees each school year. No individual shall utilize more than four (4) days leave. Leave shall be requested in advance in writing. The Association shall reimburse the District for each day of Association Business leave used as specified in Ed. Code Section 44987.

ARTICLE 12
GRIEVANCES

12.1 Definitions

12.1.1 A "grievance" is a claim by one or more unit members or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement.

12.1.2 The "aggrieved party" is the person, persons, or the Association making the claim.

12.1.3 A "party in interest" is any person who might be required to take action or against whom action might be taken in order to resolve the claim.

12.1.4 A "day" is any day in which a unit member is required to render service to the District under this Agreement.

12.2 Purpose

The purpose of this procedure is to secure,at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

12.3 Procedure

12.3.1 Informal Level

(a) Before filing a formal grievance, the grievant will attempt to resolve it by an informal conference with his/her immediate supervisor directly, with a representative, or through a representative of his/her choice.

12.3.2 Formal Level 1

(a) A grievance shall be presented in writing to the immediate supervisor using the grievance form (see Appendix C) within thirty (30) days of the act or event, or reasonable knowledge thereof, of the events giving rise to the grievance. The immediate supervisor shall meet with the aggrieved party and/or designated Association representative within seven (7) days of receipt of the grievance. The immediate supervisor shall provide a written disposition of the grievance, including the reasons therefore, to all parties of interest within seven (7) days of such meeting.

(b) If the aggrieved party and/or the Association is not satisfied with the disposition of the grievance or if no disposition has occurred within seven (7) days of such meeting or eight (8) days from the date of presentation of the grievance, the grievance may be appealed to Level Two, with a copy simultaneously provided to the Association President.

12.3.3 Formal Level 2

(a) The Superintendent or his/her designee shall meet with the aggrieved party and/or designated Association representative within seven (7) days of receipt of the grievance appeal and shall provide a written disposition of the grievance including the reasons therefore, to all parties of interest within seven (7) days of such meeting.

(b) If the aggrieved party and/or the Association is not satisfied with the disposition of the grievance or if no disposition has occurred within seven (7) days of such meeting or eight (8) days from the date of the receipt of the grievance at Level Two, the aggrieved party may request the Association to submit the grievance to advisory arbitration.

12.3.4 Level 3 Mediation

(a) If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Level Twok the grievance shall be referred to the grievance mediation.

(b) The Association shall request that a conciliator/mediator from the California State Mediation and Conciliation Service, or from any other mutually agreeable recognized dispute resolution center, be assigned to assist the parties in the resolution of the grievance.

(c) The mediator, within ten (10) days of the request shall meet with the grievant, the Association and the District for the purpose of resolving the grievance.

(d) If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall be non-precedential and shall constitute a settlement of the grievance.

(e) In the event that the grievant, the Association and the Superintendent or his/her designee have not resolved the grievance with the assistance of the conciliator/mediator, the Association may terminate Level Three and the grievance may proceed to Level Four.

12.3.5 Formal Level 4

(a) If the Association proceeds to advisory arbitration, it shall notify the District in writing. The District and the Association shall then jointly request a list of five arbitrators from the California Conciliation Service. The District and the Association shall then alternately strike names from that list and the person remaining shall be selected as the arbitrator.

(b) The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusion of the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies as he/she judges to be proper. The decision of the arbitrator will be submitted to the Association and the Superintendent and will be advisory upon the parties. If any question arises as to the arbitrability of the grievance, such question will be ruled upon by the arbitrator only after he/she has had an opportunity to hear the merits of the grievance.

(c) All costs for the services of the arbitrator, including, but not limited to, per diem expenses, his/her travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association, except if the Board overturns recommendation it shall bear all costs. All other costs, except for released time for the grievant(s), Association representative(s) and witnesses will be borne by the party incurring them.

12.4 Time Limits

12.4.1 Time limits provided for at each level shall begin the day following receipt of the grievance, grievance appeal or written decision.

12.4.2 Since it is important that grievances be processed as rapidly as possible, the time limits specified at each level should be considered to be maximums and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.

12.4.3 In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by th end of the school year and, if left unresolved until the beginning of the following school year, could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the

end of the school year or as soon as is practicable.

12.4.4 If the Board does not act within fourteen (14) calendar days from the receipt of the arbitrator's recommendation, it will become final.

12.5 Rights of Representation

A unit member alleging a grievance may be represented at all stages of the grievance procedure by an Association designated representative, or a representative of his/her choosing at Levels One and Two.

12.6 Miscellaneous

12.6.1 The Association, either in its own behalf or in behalf of the affected teachers, may initiate a grievance which affects more than one teacher in a single building or teachers in more than one building at Level Two.

12.6.2 If a grievance arises from action or inaction on the part of a member of the administration at a level above the principal or immediate supervisor, the aggrieved party shall submit such grievance in writing directly to the Superintendent and the Association with the processing of such grievance to commence at Level Two.

12.6.3 When it is necessary for a representative designated by the Association to attend a grievance or attend a grievance meeting or hearing during the day, he/she will, upon notice to the Principal or immediate supervisor by the President of the Association, be released without loss or pay in order to permit participation. Any unit member who is requested to appear in such meetings or hearings as a witness will be accorded the same right.

12.6.4 All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

12.6.5 Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared by the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Board.

12.6.6 Upon mutual agreement of the Association and the Superintendent, a grievance may be taken directly to advisory arbitration.

12.6.7 A unit member may at any time present grievances to the employer, and have such grievances adjusted, without the intervention of the Association, as long as the adjustment is reached prior to arbitration and such

adjustment is not inconsistent with terms of the written Agreement. If an employee presents a grievance on his/her own behalf, the Association shall have the right to be present and state its views at all grievance meetings.

The District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

ARTICLE 13
ASSIGNMENTS AND RE-ASSIGNMENTS

13.1 Assignments

13.1.1 When vacancies occur in the District, notice of such vacancies including the duties, credentials, and requirements shall be posted for 10 calendar days so that employees may apply for the vacancy.

13.1.2 In the event of vacancies which occur during the summer, staff which have indicated an interest in writing shall receive notice of such vacancies by registered mail. Employees shall respond within five (5) days of receipt of mailing.

13.1.3 In making assignments for the following school year, the administration shall submit in writing to the teachers a tentative staffing pattern indicating proposed teaching assignments by the last working day of May of each year.

13.1.4 When enrollment fluctuates, the administration will consult with the Association, through its President, to review necessary personnel adjustments to facilitate the best possible learning program Qualified volunteers will be sought before naming involuntary personnel adjustments due to enrollment fluctuation.

13.2 Re-Assignments

13.2.1 Re-assignment is defined as a District action which results in the movement of a unit member from one position within the representation unit to another.

13.2.2 A notice of re-assignment shall be given to affected teachers and the Association prior to the end of the school year, if possible.

13.2.3 Re-assignments shall be initiated by the Superintendent for any of the following reasons:

(a) To reduce/increase staff because of changes in enrollment.

(b) To mitigate documented and verified community and/or staff problems.

(c) To obtain more effective utilization for instructional purposes.

13.2.4 The criteria for determining which employees are to be re-assigned shall include the following:

(a) The program and instructional needs of the District.

(b) Seniority of the employee.

(c) Credentials, degrees, and special competencies.

13.2.5 Re-assignment will only take place after there has been a meeting for the purpose of explanation between the teacher and the Principal.

13.2.6 In the event that re-assignment is necessary to a different subject area or grade level which a teacher has not taught during the past two years, the Board will provide the teacher a reasonable amount of release time to prepare a quality learning program. For reassignment after May 10th, the District will provide two (2) days of non-teaching responsibilities in the succeeding year.

13.2.7 For reassignment after August 1st, the teacher will be provided five (5) days of non-teaching responsibilities for this preparation.

13.2.8 When requested, the teacher will be provided in writing a rationale stating the reasons for the re-assignment.

13.2.9 Any teacher who is subject to re-assignment will be given first consideration when an opening reoccurs from which that person has been previously employed up to one full year from the time of the re-assignment.

13.2.10 Every effort shall be made to minimize the number of re-assignments and should be made only after all other alternative solutions have been thoroughly investigated.

13.2.11 A re-assignment shall not result in the loss of compensation, seniority, or any fringe benefit to a unit member. There shall be no arbitrary or discriminatory application of the Agreement.

ARTICLE 14
PROCEDURES FOR EMPLOYEE EVALUATION

14.1 Evaluations of Certificated Personnel

14.11 Standards for Evaluation

The purpose of teacher evaluation is to improve the educational program in the District and to advance toward attainment of the District's stated educational goals. The criteria to be used for evaluation shall relate specifically to the California Standards for the Teaching Profession and are set forth in Appendix D. The evaluation will consist of the first three standards to be evaluated during the observation. In addition, the teacher will provide a summary of how he/she has worked towards improving in one of the last three standards (4, 5, or 6). This summary shall be provided to the evaluator no later than the last post observation meeting of the school year.

14.1.2 Responsibility for Evaluation

The Superintendent and/or Principal shall conduct the evaluation of all certificated employees. For the purposes of this Article, the Superintendent and/or Principal may be considered the evaluator.

14.1.3 Timeline for certificated Employee Evaluation

Each certificated employee shall be evaluated on a schedule and through a process consistent with the timeline and utilizing the forms set forth in Appendix D, which shall be generally consistent with the following:

By October 15th, the evaluator shall provide notification to all employees that will be evaluated during the school year.

By November 1st, the employee shall attend a goal setting conference.

At least three (3) working days prior to the observation, unless otherwise agreed upon by the employee and evaluator, the employee and evaluator shall schedule the observation, and the employee shall complete the Pre-Observation Form, attach a complete lesson plan and meet with the evaluator to preview the lesson.

The evaluator shall conduct an observation of the employee for a minimum of thirty (30) minutes and collect evidence based on the California Standards for the Teaching Profession using the Classroom Observation Form.

Within seven (7) working days after the Observation, unless agreed upon by the employee and evaluator, the evaluator will review evidence and discuss the Observation at the Post-observation Conference.

Within five (5) working days after the Post-observation Conference, the evaluator will complete the Classroom Observation Form and Summary Observation Report and provide a copy to the employee. If the employee is in disagreement with the conclusions recorded by the evaluator, the employee may provide a written response, which shall be included as an attachment to the Summary Observation Report.

For probationary and temporary employees, the evaluator shall conduct two formal Observations and the process shall be completed by March 15th. For permanent employees, the evaluator shall conduct one formal Observation and the process shall be completed by May 1st.

14.1.4 Alternative Evaluation Plan for Permanent Unit Members

The parties recognize that an alternative evaluation plan is intended to be a collaborative undertaking between the permanent unit member and the supervisor. It is not the intention of the parties to restrict innovation and creativity; therefore, the following options are only examples (details of evaluation options will be provided to unit members):

(a) Visitation/Co-Visitation: Visitation may include observation of other teachers' classroom approaches,techniques, training, and/or in-service activity in or out of the District. The intended purpose is to provide meaningful feedback to unit members.

(b) Peer Observation/Coaching of the Unit Member: All communication regarding the actual observation/coaching, including the results thereof, shall be exclusively between the peers.

(c) Feedback/Survey: The design of any instrument or survey shall be agreed to by the unit member and supervisor. The result shall be available exclusively to the permanent unit member.

(d) Analyze Student Work Over Specified Time: The purpose of the analysis shall be discussed by the unit members and the supervisor.

(e) The results of the analysis shall be available exclusively to the permanent unit member.

(f) Video Training: All tapes shall remain in the exclusive custody of the permanent unit member.

(g) Other

14.2 Frequency of Evaluation

Probationary and temporary employees shall be evaluated each school year. Permanent (tenured) employees shall be evaluated every other year.

Employees with permanent status who have been employed at least ten (10) years with the District and whose previous evaluations rated the employee as meeting or exceeding standards in all categories, may be evaluated every five (5) years if the employee and evaluator consent to this schedule. Consent may be withdrawn by either party for any reason, in which case the employee shall return to the every other year schedule.

14.3 Improvement Plan

The District shall provide an Improvement Plan for any employee whose Overall Rating on the employee evaluation is Needs Improvement or Unsatisfactory. The Improvement Plan will provide detail to the employee on standards needing improvement, activities to be implemented to improve identified teaching standards and a timeline for improvement. When an Improvement Plan is required, the evaluator shall meet with the employee within ten (10) working days of the Post-observation Conference to present and review the Improvement Plan.

14.4 Personnel Files

14.4.1 Except as authorized by law, the District shall not base any adverse action against a unit member upon materials which are not contained in such teacher's personnel file. The District shall base any adverse actions against a unit member only upon material placed in the personnel file after the employee has been notified of the material being filed relative to that incident.

14.4.2 An employee may inspect material in his/her personnel file which may serve as a basis for affecting the status of his/her employment, except materials which:

(a) Are obtained prior to his/her employment.

(b) Were prepared by identifiable examination committee members, or

(c) Were obtained in connection with a promotional exam.

ARTICLE 15
LAYOFF AND RE-EMPLOYMENT

15.1 The District may lay off employees pursuant to the provisions of Education Code section 44955 and 44955.5 for declining enrollment or reduction in programs based upon the District's projected ADA and program needs for the coming school year or lack of funds.

15.2 Upon a layoff approval by the Governing Board, the district shall within 60 calendar days determine the order of Seniority for unit members having the same 1st date of hire. Seniority for unit members having the same 1st date of hire shall be determined in the following priority order:

1). Years of permanent and/or probationary employment with Junction School
2). Date of Signed Personnel Request Form
3). Number of additional teaching credentials held
4). Number of units held beyond a Bachelor's Degree
5). If a tie still exists, names shall be drawn. 1st drawn equals higher seniority

15.3 An employee who is laid off shall be entitled, along with his/her dependents if previously covered, to continue enrollment in any health and welfare plan offered by the District to employees. The employee will pay the necessary premiums on a monthly basis in advance to a maximum of 39 calendar months. The District will in any event, subject to carrier acceptance, maintain medical insurance through October 31.

15.4 Recall Rights

15.4.1 Employees on layoff status shall have recall rights for a period of 39 calendar months for permanent status teachers, 24 calendar months for probationary status teachers, following the effective date of his/her layoff. The right to reappointment may be waived by the employee, without prejudice, for not more than one school year per Ed. Code 44956(a)(2)

15.4.2 The District shall notify the most senior laid off employee who is credentialed and competent to teach the grade or subjects when a vacancy occurs.

15.4.3 The notice of an opening shall be by registered letter to the laid off employee's current mailing address that is on file with the District. The letter should include details of the vacancy offered and a mechanism for acceptance or refusal of the offer of re-employment within the prescribed time limit and a place for the unit member's signature. It is the responsibility of each unit member with reemployment rights to file with the District Office a current mailing address. The laid off employee shall

notify in a written form the District of his/her acceptance or decline of the position within ten (10) working days. The laid off employee shall have the right to decline vacancy offers as permitted by Education Code section 44956, and subject to the limitations set forth therein.

ARTICLE 16
CLASS SIZE

16.1 The Board agrees that class size should not be unreasonably large for the grade level(s) and subject matter taught. If any teacher feels his/her teaching load is excessive, he/she may request a meeting with the Principal and Superintendent to discuss the matter. Class size shall be determined by the Superintendent and Principal using the following guidelines: subject matter, type of instruction, ability of pupils, help of aides, resource teachers, and use of special facilities and equipment.

16.2 Students being served by Special Education services will be as equitably distributed throughout the classrooms, considering the scheduling of Special education teachers and aides to serve such students.

16.3 The following factors will be considered in determining class sizes (Average Daily Enrollment) (ADE)): Beginning the 2023-2024 school year and forward unless JTA or the District utilizes an opener to negotiate.

16.3.1 The maximum class size for grade TK shall be 20 students to one teacher. If a teacher has 21-24 students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 Stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies. If that teacher has 25+ students an additional $500 stipend will be paid for the start of the school year through December and another $500 stipend for January through the end of the school year.

16.3.2 The maximum class size for grades K-3 shall be 24 students to one teacher. If a teacher has 25-28 students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 Stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies. If that teacher has 29+ students, an additional $500 stipend will be paid for the start of the school year through December and another $500 stipend for January through the end of the school year.

16.3.3 The maximum class size for grades 4-5 shall be 30 students to one teacher. If a teacher has 31-34 students for fifteen (15)

consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies. If that teacher has 35+ students an additional $500 stipend will be paid for the start of the school year through December and another $500 stipend for January through the end of the school year.

16.3.4 The maximum class size for grades 6-8 shall be 32 students to one teacher. If a teacher has 33+ students one or more periods for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.5 The maximum class size for grades TK-3 combination classes shall be 20 students to one teacher. If a teacher has 21+ students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.6 The maximum class size for grades 4-8 combination classes shall be a ration of 25 students to one teacher. If a teacher has 26+ students per period for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.7 The maximum caseload for TK-8 SDC shall be 16 students to one teacher. If a teacher has 17+ students for fifteen (15) days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.7(a) The maximum caseload for a combination of mild/moderate and moderate/severe TK-8 SDC class shall be 16 students to one teacher. For calculation purposes, each moderate/severe student or mild/moderate student on a behavior plan is equivalent to 2:1. If a teacher has 17+ students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.8 The maximum caseload for RSP teachers shall not exceed 28 per FTE. In the event that a District applies to the State for a waiver to extend the caseload to 32, the affected teacher and the Association must agree to the caseload extension. If this occurs, the affected teacher shall receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above.

16.3.9 The maximum caseload for a combination SDC/RSP teachers shall not exceed 16 per FTE and a RSP only class shall not exceed 28 per FTE. For calculation purposes, each SDC student is equivalent to 2:1 for each RSP student. In the event that a District applies to the State for a waiver, the maximum caseload can be extended to 32, the affected teacher and the Association must agree to the caseload extension. If this occurs, the affected teacher shall receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above.

16.3.10 The maximum class size for Independent Study (I.S.)/Home School/Home & Hospital Program classes shall be a ratio of 30 students to one teacher. For calculation purposes, each Home and Hospital student is equivalent to 2:1 for each I.S. or Home School Student. If a teacher has 31+ students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.3.11 It is the current practice that the Physical Education program currently includes 1.0 FTE Certificated PE teacher with classified support. The maximum class size for physical education classes shall be an overall average not to exceed 65 students to one teacher. If the teacher has an overall average 65+ students for fifteen (15) consecutive days in a twenty (20) day period, that teacher will receive a $350 stipend for the start of the school year through December and another $350 stipend for January through the end of the school year in which the overage occurs as described above. In addition, the teacher shall also receive $500 annually for classroom supplies.

16.4 The district maintains the discretion to raise class sizes according to the above considerations and delegates this authority to the Superintendent and/or Principal. If it is determined to be necessary, the District will provide the Association with an explanation upon written request to do so and will further provide for direct discussion with the Board's representatives to explain the situation and in an effort to resolve concerns upon written request.

16.5 Distribution of class size will be equitable with a grade level differential of plus or minus 5 students within the grade levels of TK-8.

16.6 Distribution of RSP, SDC, or other Special Needs must be equitable between the classes at each grade level (TK-8), as determined by placement at the beginning of the school year. An attempt will be made to maintain equitability as status changes are made during the school year. Staff making class lists shall consider all aspects of student achievement, behavior, intervention services, and IEP status when making a balanced gender class. Known intensive IEP's should not be included in combo classes. Once class size is obtained, no new students shall be added until capacity is reduced. All efforts will be made to not assign first year teachers to combo classes.

16.8 Staff making class lists shall consider all aspects of student achievement, behavior, intervention services, and IEP status when making a balanced gender class. Known intensive IEPs should not be included in combo classes. Once class size is obtained, no new students shall be added until capacity is reduced. All efforts will be made to not assign first year teachers to combo classes.

ARTICLE 17
PEER SUPPORT

17.1 The Association and the District are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, teachers and others must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. Teachers who are interns serving their first year in the District; and/or have received an overall unsatisfactory evaluation are viewed as valuable professionals. The District and the Association support the availability of resources to support teachers' success in the profession. Therefore, the Association and the board agree to the following:

17.2 Each teacher who is hired as an intern, is serving his/her first year in the District; has received an unsatisfactory overall rating on his/her summary evaluation; or any teacher needing support due to a significant grade level change, may be provided a Supporting Teacher (ST). Those teachers who receive unsatisfactory ratings on any portion of their evaluation or who request the services of an ST will be assigned an ST at the District's discretion.

17.3 The duties of the ST position shall be as follows:

(a) An ST will provide service for 10 consecutive months on an as needed basis.

(b) The ST shall be limited to working with one (1) teacher needing support per school year.

(c) An ST shall provide assistance to teachers in the following areas: A) Engaging and Supporting all Students in Learning; B) Planning Instruction and Designing Learning Experiences for all STudents; C) Creating and Maintaining Effective Environments for Student Learning; and school site and District policies and procedures. For teachers who have an ST because they received an unsatisfactory evaluation, the ST shall provide assistance in the areas designated as unsatisfactory on the teacher's evaluation.

17.4 Listed below are the minimum qualifications to serve as an ST:

(a) A full-time clear credentialed teacher with at least five years of teaching experience within the last eight (8) years. Three of the five full-time years must be in-District experience.

(b) Deconstructed exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, knowledge and commitment to District curricular goals and standards, and mastery of a range of teaching strategies necessary to meet students' needs in different contexts.

(c) Ability to work cooperatively and effectively with other teachers and administrators, demonstrated effective leadership skills and experience in working on school/District committees.

17.5 The District will post the ST position(s) when there are teachers needing support (see Article 17.1.1)

(a) Each applicant will be required to submit a letter of interest to the District.

(b) All letters of interest will be treated with confidentiality and will not be disclosed except as required by law.

(c) The Superintendent/Principal and an Association representative shall work collaboratively to choose the individual who will serve as Supporting Teachers.

17.6 Functions performed by unit members as STs under this Agreement shall not constitute either management or supervisory functions.

17.7 Unit members who perform functions as STs shall have the same protection from liability and access to appropriate defense as other public school employees.

17.8 Stipends: See Appendix I

ARTICLE 18
COMPLETION OF MEET AND NEGOTIATE

18.1 Except as specifically provided in Article 1 Term, during the term of this Agreement, the Association expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter, whether referred to or covered in this Agreement or not, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.

18.2 Either party may reopen negotiations for the 2023-2024 school year on any single topic or article within the scope of negotiations by giving written notice to the other party no later than September 30th. Article 8 Compensation (Wages and Benefits) shall automatically reopen for negotiations. Negotiations shall begin by November 1st.

18.3 On March 24th, 2023, the provisions of this Agreement shall be reopened for Negotiation for a successor Agreement. Each party shall submit in writing to the other party its proposal for a successor Agreement on or before March 24th, 2023.

ARTICLE 19
SAVINGS CLAUSE

If any provision of the Agreement or any application thereof to any teacher is held by the highest court of the State of by a federal court to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect.

ARTICLE 20
AGREEMENT SIGNATURE PAGE

Original Signature agreement on file in the District Office

JUNCTION SCHOOL DISTRICT

_____

_____

JUNCTION TEACHERS ASSOCIATION

_____

_____

_____

DATE:_____

APPENDIX A
JUNCTION SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
SPECIAL DAY CLASS TEACHER
2025-2026
Effective July 1, 2024
186 Working Days

STEP	1*	A BA + 30	B BA + 45	C BA + 60	D BA + 75
1	$51,809	$65,603	$67,828	$70,140	$72,549
2		$66,437	$69,273	$71,643	$74,113
3		$67,284	$70,755	$73,184	$75,716
4		$68,143	$72,274	$74,763	$77,359
5		$69,015	$73,830	$76,383	$79,043
6		$69,901	$75,426	$78,042	$80.769
7		$70,799	$77,062	$79,744	$82,538
8		$71,712	$78,739	$81,487	$84,352
9		$72,637	$80,457	$83,274	$86,211
10		$72,637	$82.218	$85,106	$88,106
11		$72,637	$84,023	$86,983	$89,679
12		$72,637	$85,874	$88,908	$91,272
13		$72,637	$87,770	$90,486	$92,898
14		$72,637	$89,714	$92,096	$94,556
15		$72,637	$91,708	$93,738	$96,247
16		$72,637	$91,708	$94,994	$97,541
17		$72,637	$91,708	$96,269	$98,854
18		$72,637	$91,708	$97,563	$100,187
19		$72,637	$91,708	$98,876	$100,540
20		$72,637	$91,708	$100,208	$102,913
21		$72,637	$91,708	$100,208	$104,306
22		$72,637	$91,708	$100,208	$105,721
23		$72,637	$91,708	$100,208	$107,156
24		$72,637	$91,708	$100,208	$108,613
25		$72,637	$91,708	$100,208	$110,093

Hourly Wage Rate (8.7) $41.96/ *Column1: Not Fully Credentialed/Intern
Masters Degree Stipend: $1,750
Doctorate Degree Stipend: $2,250

APPENDIX A
JUNCTION SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
RESOURCE SPECIALIST
2025-2026
Effective July 1, 2023
186 Working Days

Step	1*	(A) BA+30	(B) BA+45	(C) BA+60	(D) BA+75
1	$46,809	$60,603	$62,828	$65,140	$67,549
2		$61,437	$64,273	$66,643	$69,113
3		$62,284	$65,755	$68,184	$70,716
4		$63,143	$67,274	$69,763	$72,359
5		$64,015	$68,830	$71,383	$74,043
6		$64,901	$70,426	$73,042	$75,769
7		$65,799	$72,062	$74,744	$77,538
8		$66,712	$73,739	$76,487	$79,352
9		$67,637	$75,457	$78,274	$81,211
10		$67,637	$77,218	$80,106	$83,116
11		$67,637	$79,023	$81,983	$84,679
12		$67,637	$80,874	$83,908	$86,272
13		$67,637	$82,770	$85,486	$87,898
14		$67,637	$84,714	$87,096	$89,556
15		$67,637	$86,708	$88,738	$91,247
16		$67,637	$86,708	$89,994	$92,541
17		$67,637	$86,708	$91,269	$93,854
18		$67,637	$86,708	$92,563	$95,187
19		$67,637	$86,708	$93,876	$96,540
20		$67,637	$86,708	$95,208	$97,913
21		$67,637	$86,708	$95,208	$99,306
22		$67,637	$86,708	$95,208	$100,721
23		$67,637	$86,708	$95,208	$102,156
24		$67,637	$86,708	$95,208	$102,613
25		$67,637	$86,708	$95,208	$105,093

Hourly Wage Rate (8.7) $41.96 / *Column 1: Not Fully Credentialed/Intern
Masters Degree Stipend: $1,750
Doctorate Degree Stipend: $2,250

APPENDIX A
JUNCTION SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
2025-2026
Effective July 1, 2025
186 Working Days

Step	1*	(A) BA+Cred	(B) BA+45	(C) BA+60	(D) BA+75
1	$41,809	$55,603	$57,528	$60,140	$62,549
2		$56,437	$59,273	$61,643	$64,113
3		$57,284	$60.755	$63,184	$65,716
4		$58,143	$62,274	$64.763	$67,359
5		$59,015	$63,830	$66,383	$69,043
6		$59,901	$65,426	$68,042	$70,769
7		$60,799	$67,062	$69,744	$72,538
8		$61,712	$68,739	$71,487	$74,352
9		$62,637	$70,457	$73,274	$76,211
10		$62,637	$72,218	$75,106	$79.679
11		$62,637	$74,023	$76,983	$81,272
12		$62,637	$75,874	$78,908	$82,898
13		$62,637	$77,770	$80,486	$84,556
14		$62,637	$79,714	$82,096	$86,247
15		$62,637	$81,708	$83,738	$87,541
16		$62,637	$81,708	$84,994	$88,854
17		$62,637	$81,708	$86,269	$90,187
18		$62,637	$81,708	$87,563	$91,540
19		$62,637	$81,708	$88,876	$92,913
20		$62,637	$81,708	$90,208	$94,306
21		$62,637	$81,708	$90,208	$95,721
22		$62,637	$81,708	$90,208	$97,156
23		$62,637	$81,708	$90,208	$94,556
24		$62,637	$81,708	$90,208	$98,613
25		$62,637	$81,708	$90,208	$100,093

Hourly Wage Rate (8.7) $43.11 / *Column 1: Not Fully Credentialed/Intern
Master Degree Stipend $1,750
Doctorate Degree Stipend: $2,250

APPENDIX B

JUNCTION SCHOOL DISTRICT

COMMUNITY COMPLAINT REFERRAL FORM
(Ref: Article 9) STEP 1

A. Date(s) Incident(s)
Occurred _____

B. Name of District Employee Involved

_____

C. Has the incident been discussed with the District employee

Yes_____ No_____ Date of Discussion_____

D. Statement of Incident_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Complainant's Signature Date

E. Disposition by Principal_____

_____

_____

_____

_____

_____ _____
Principal's Signature Date

F. Person Making Complaint Accepts Disposition/Contests Disposition of Complainant

_____ _____
Complainant's Signature Date

_____ _____
District Employee's Signature Date

COMMUNITY CONCERN/COMPLAINT REFERRAL FORM (continued)

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee_____

_____

_____

_____

_____

_____ _____
Superintendent's Signature Date

C. Person Making Complaint Accepts/Contests the Disposition of the Complaint

_____ _____
Complainant's Signature Date

STEP III

D. Date Submitted to the Board:_____

APPENDIX C

JUNCTION SCHOOL DISTRICT

GRIEVANCE REPORT FORM
(Ref: Article 12)

Grievance #_____

GRIEVANCE REPORT
Directions: Complete Level 1, sign, and
Submit to your immediate supervisor.

Distribution of Form to the Following:

Superintendent
Principal
Association
Certificated Employee

School Site Assignment Name of Grievant Date Filed

_____

FORMAL LEVEL

A. Date Cause of Grievance Occured_____

B. 1. Statement of Grievance_____

_____

_____

2. Relief Sought_____

_____

_____ _____

Signature of Certified Staff Date

3. Received by immediate supervisor (initialed/dated)_____

C. Disposition by immediate supervisor_____

_____

_____

Immediate Supervisor's Signature Date

_____ _____

D. Grievant and/or Association Accepts/Contests Disposition of Grievance

_____

_____

_____

_____ _____

Grievant's Signature Date

(If additional space is needed in reporting Sections B.1 and B.2 above, attach an additional sheet)

FORMAL LEVEL II

A. Date Received by Superintendent or Designee_____

B. Disposition of Superintendent or Designee_____

_____

_____

_____ _____

Superintendent's Signature Date

C. Grievant and/or Association Accepts/Contests Disposition of Grievance

_____

_____

_____

_____ _____

Grievant's Signature Date

LEVEL III MEDIATION

A. Date submitted to Mediation_____

LEVEL IIII

A. Date submitted to Arbitration_____

APPENDIX D

JUNCTION SCHOOL DISTRICT
CERTIFICATED EVALUATION PROCESS PURPOSE

The purpose of teacher evaluation is to improve the educational program in the Junction School District and to advance toward attainment of the District's stated educational goals.

The criteria to be used for evaluation relate specifically to the California Standards for the Teaching Profession:

Standard One: Engaging and Supporting All Students in Learning

1.1 Using knowledge of students to engage them in learning
1.2 Connecting learning to students 'prior knowledge, backgrounds, life experiences, and interests
1.3 Connecting subject matter to meaningful, real-life contexts
1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs
1.5 Promoting critical thinking through inquiry, problem solving, and reflection
1.6 Monitoring student learning and adjusting instruction while teaching

Standard Two: Creating and Maintaining Effective Environments for Student Learning

2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotional safe
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students
2.5 Developing, communicating, and maintaining high standards for individual and group behavior
2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.
2.7 Using instructional time to optimize learning

Standard Three: Understanding and Organizing Subject Matter for Student Learning

3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks
3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter
3.3 Organizing curriculum to facilitate student understanding of the subject matter
3.4 Utilizing instructional strategies that are appropriate to the subject matter
3.5 Using and adapting resources, technologies, and standards-aligned instructional materials to make subject matter accessible to all students
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the Content

Standard Four: Planning Instruction and Designing Learning Experiences for All Students

4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction
4.2 Establishing and articulating goals for student learning
4.3 Developing and sequencing long-term and short-term instructional plans to support learning
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students

Standard Five: Assessing Students for Learning

5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction
5.3 Reviewing data, both individually and with colleagues, to monitor student learning
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
5.5 Involving all students in self-assessment, goal setting, and monitoring progress
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning
5.7 Using assessment information to share timely and comprehensible feedback with students and their families

Standard Six: Developing as a Professional Educator

6.1 Reflecting on teaching practice in support of student learning
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning
6.4 Working with families to support student learning
6.5 Engaging local communities in support of the instructional program
6.6 Managing professional responsibilities to maintain motivation and commitment to all students
6.7 Demonstrating professional responsibility, integrity, and ethical conduct

APPENDIX D

JUNCTION SCHOOL DISTRICT

Pre-Observation Conference Form

Please complete this form and bring it with you to the pre-observation conference for discussion

Teacher: Pre-Observation Conference Date/Time:

Evaluator: Classroom Observation Date/Time

Attach a copy of Lesson Plan and paragraph for Standard 4,5 or 6 to Pre-Observation Conference

1.What specific content standards and goals/objectives have you set for the lesson to be observed?
2. What information have students learned just prior to this lesson?
3. How will you engage and support all students in learning?
4. How will you create and maintain an effective environment for student learning?
5. How will you organize subject matter, plan instruction and design experiences for student learning?
6. How will you assess students for learning?

JUNCTION SCHOOL DISTRICT
Classroom Observation Form

Teacher:_____ Evaluator:_____ School Year:_____

Date:_____ Time of observation (Min. 30 minutes):_____
Employment Status: Permanent Probationary Temporary Other_____

		OBSERVED	NOT OBSERVED	NOT APPLICABLE
	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING			
1.1	Using knowledge of students to engage them in learning			
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests			
1.3	Connecting subject matter to meaningful, real-life contexts			
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs			
1.5	Promoting critical thinking through inquiry, problem solving, and reflection			
1.6	Monitoring student learning and adjusting instruction while teaching			
	Comments:			
	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING			
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully			
2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students			
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe			
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students			
2.5	Developing, communicating, and maintaining high standards for individual and group behavior			
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn			
2.7	Using instructional time to optimize learning			

	Comments:			
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks			
3.2	Applying knowledge of student development and proficiencies to ensure student understanding of subject matter			
3.3	Organizing curriculum to facilitate student understanding of the subject matter			
3.4	Utilizing instructional strategies that are appropriate to the subject matter			
3.5	Using and adapting resources, technologies, and standards-aligned instructional materials to make subject matter accessible to all students			
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content			
	Comments:			

PRACTICES/STRATEGIES YOU SHOULD CONTINUE TO USE:

AREAS FOR FUTURE GROWTH:

_____ _____

Evaluator Date

_____ _____

Teacher Date

APPENDIX D

CERTIFICATED EVALUATION RUBRIC
JUNCTION SCHOOL DISTRICT

This rubric will be used as a basis for the Summary Evaluation

	Does Not Meet the California Standards for the Teaching Profession (1)	**Infrequently Meets the California Standards for the Teaching Profession (2)**	**Meets the California Standard for the teaching Profession (3)**	**Consistently Exceeds the California Standards for the Teaching Profession (4)**
STANDARD ONE: Engaging and Supporting All Students in Learning	Teacher confines instruction to materials in text and uses a limited range of instructional strategies; Skills may be presented in isolation and with little opportunity to assess prior knowledge or apply new learning to problem solving situations.	Teacher occasionally builds on prior knowledge and life experiences in designing lessons. Multiple learning strategies may be used to engage students in thinking within and across subject areas. Students begin to apply few new skills to real life problems.	Teacher routinely assesses background knowledge and designs activities to build or correct inaccurate knowledge. Learning activities are selected from a wide range of experiences to meet the learning styles of groups within the class. Students are encouraged to ask critical questions and view problems from different perspectives when problem solving. Students take an active part in correcting and reviewing their work, with some opportunities for peer evaluation.	Teacher regularly designs motivational openings for lessons that engage, assess, and build background knowledge, and continues to assess throughout instruction. In addition to having well planned lessons, the teacher is able to take advantage of unexpected events or to modify the lessons effectively when students are not succeeding. Students pose relevant questions and consider other viewpoints when reflecting and evaluating content in meaningful contexts that encourage application of skills. A variety of activities are planned that help students make decisions about managing time, materials, and learning activities, leading toward autonomous learning.
STANDARD TWO: Creating and Maintaining Effective Environment for Student Learning	Teacher demonstrates limited skill in establishing and maintaining a safe learning environment in which all students are treated fairly. Other components of this standar are not evidenced.	Teacher maintains a safe learning environment. Teacher institutes some routines and procedures that promote interactions between teacher and students and among students.	Teacher creates a safe physical environment that engages all students and promotes the effective use of instructional time. Teacher institutes and models procedures and routines that are consistent and clearly understood by all. Classroom environment and climate promote social development and group responsibility as well as support student learning.	Teacher facilitates multiple learning opportunities in which students take responsibility for creating a safe environment that is conducive to learning. Teacher ensures constructive interaction, students working independently and collaboratively. Teacher maximizes effective use of time and resources.
STANDARD THREE: Understanding and Organizing Subject Matter for Student Learning	Teacher exhibits limited working knowledge of subject matter and student development. Other components of this	Teacher uses some subject matter knowledge and student development knowledge to organize curriculum to facilitate students' understanding of	Teacher uses a good understanding of subject matter and student development to interrelate ideas and information within and	Teacher uses a strong knowledge of subject matter, student development, instructional resources, and teaching strategies to make subject matter accessible to all students and to help students understand the central themes,

	standard are not evidenced.	the basic central themes, concepts, and skills.	across subject areas to extend student's understanding.	concepts, and skills within the subject area and across subject areas.
STANDARD FOUR: **Planning Instruction and Designing Learning Experiences for All Students**	Teacher rarely sequences curriculum and designs long and short term plans. Other components of this standard are not evidenced.	Teacher generally plans instruction without drawing upon students' backgrounds. Occasionally establishes class goals with regard for student experience, language development and home and school expectations.	Teacher's plans incorporate related subject matter knowledge, reflect grade-level curriculum expectations, and effectively usa a variety of instructional strategies to promote learning goals and connect with student experiences and interests. Teacher routinely assesses student progress and modifies instructional plans to adjust for student needs.	Teacher creates long and short term plans and helps students take ownership of challenging goals that are enriched by student background and experiences guided by state and local standards and grade level expectations. Teacher modifies and adjusts plans and goals according to student achievement, as measured by ongoing assessment and student interests.
STANDARD FIVE: **Assessing Student Learning**	Teacher collects information about student performance from a single or limited source. Other components of this standard are not evidenced.	Teacher collects information from a variety of sources, including formal and informal assessments without consistently utilizing the resolute to adjust instruction.	Teacher uses a variety of sources to assess students and involves students in assessing and setting goals based on an examination of their own work. Teacher uses available District tools to assist in assessment, analysis, and communication of student learning in a timely manner. Teacher adjusts instruction and learning activities based on assessment.	Using a variety of sources and available District tools (including students' assessment of own work) and based on clearly articulated goals, teacher assesses student achievement and communicates results with parents, support staff, and students. Teacher (sometimes teacher and students collaboratively) continually adjusts instruction and learning opportunities to more closely fit student needs. Teacher guides students in setting and adjusting independent learning goals based on collaborative examination of students' work.
STANDARD SIX: **Developing as a Professional Educator**	Teacher minimally collaborates with colleagues or the broader professional community to support student learning. Teacher does not work collaboratively with families to support student learning. Teacher manages professional responsibilities marginally. Other components of ths standard are not evidenced.	Teacher occasionally collaborates with colleagues or the broader professional community to support student learning. At times, teacher works collaboratively with families to support student learning. Teacher manages professional responsibilities occasionally.	Teacher reflects on personal teaching practices and actively engages in planing personal goals for professional development. Teacher demonstrates effective interpersonal communication skills within the school and larger community. Teacher manages professional duties proficiently. Teacher works effectively with families to support student learning.	Teacher has leadership role in creating professional working relationships with staff and in the larger school community. Teacher seeks learning opportunities and professional contacts to enhance classroom practice and school goals and to expand and deepen personal repertoire of skills and strategies. Teacher positively manages challenging situations that may involve conflicts with families and colleagues.

APPENDIX D
JUNCTION SCHOOL DISTRICT
Summary Evaluation Report

Teacher: Status:
Site: Date: Probationary 1 Permanent
Other
Grade Level/Subject Probationary 2 Temporary

The following information is derived using the Certificated Evaluation Rubric

Definitions:

4 Consistently exceeds the California Standards for the Teaching Profession - Exceed Standards

3 Consistently meets the California Standards for the Teaching Profession - Meets Standards / Showing Progress Standards

2 Infrequently meets the California Standards for the Teaching Profession - Needs Improvement (See Recommendations below)

1 Rarely meets the California Standards for the Teaching Profession - Unsatisfactory (See Requirements below)

EVALUATION

1	2	3	4	
				Standard 1: Engaging and Supporting All Students in Learning
				Standard 2: Creating and Maintaining Effective Environments for Student Learning
				Standard 3: Understanding and Organizing
				Standards 4: Planning Instruction and Designing Learning Experiences for All Students
				Standards 5: Assessing Students for Learning
				Standard 6: Developing as a Professional Educator

Commendations:

Recommendations:

Requirements:

Overall Rating

Meets/Exceeds District Standards *All 3's/4's with no more than a single 2*	**Needs Improvement** *Two or more 2's or any 1's* *See Recommendations Above*	**Unsatisfactory** *Two or more 1's* *See Requirements Above*

_____ _____

_____

Evaluator's Signature Date

Evaluatee's Signature Date

Attachment: Yes No

APPENDIX E

JUNCTION SCHOOL DISTRICT

PERSONAL NECESSITY / COMP TIME /
PERSONALLY-PROFESSIONALLY COMPELLING LEAVE FORM
(Ref Article 11)

Name:_____Date:_____
_____

Date(s)
Requested:_____
_____

Please Check One:

_____ Personal Business (4 days per year) - No explanation required.

_____ Personal Necessity (3 days per year) - Please explain:

_____

_____

_____

_____

_____District Approved Compensation Time

Date: Superintendent/Principal

APPENDIX F

JUNCTION ELEMENTARY SCHOOL DISTRICT
OUTSIDE OF CONTRACTED WORK DAY / CALENDAR SCHOOL YEAR
CONFERENCE ATTENDANCE REQUEST FORM

NAME_____ DATE_____

POSITION_____

GRADE LEVEL/SUBJECT AREA_____

CONFERENCE_____

DATES OF CONFERENCE: FROM _____ TO _____

HOURS OF CONFERENCE_____

LOCATION OF CONFERENCE_____

THEME, MAIN TOPICS, AND/OR KEYNOTE SPEAKER_____

_____

EMPLOYEE COMPENSATED: *Daily Rate *Comp Time

_____
Employee Signature

_____
Superintendent's Signature

THE FOLLOWING EXPENSES TO BE PAID BY DISTRICT (Check all that apply)

Estimated or Actual	*Amount*
Registration Fee	_____
Meals	_____
Lodging	_____
Travel	_____
Other	_____

All approved conference fees must be submitted on a purchase order. All other expenses are to be submitted on a Travel Expense Reimbursement Claim Form.

APPENDIX G

JUNCTION ELEMENTARY SCHOOL DISTRICT

APPLICATION FOR DONATION TO CATASTROPHIC LEAVE BANK

EMPLOYEE NAME_____ DATE_____

In accordance to Article 11.2, I wish to participate in the Junction School Catastrophic Leave Bank. I wish to donate:

_____Initial 15 hours of my sick leave.

_____Additional donation of _____hours of my sick leave.

I have read and understand all the requirements for Article 11.2. I understand that this donation cannot be returned to me.

_____
Employee's Signature

_____
Junction School Business Office

APPENDIX H

JUNCTION ELEMENTARY SCHOOL DISTRICT

APPLICATION TO CATASTROPHIC LEAVE BANK COMMITTEE FOR CATASTROPHIC LEAVE ASSISTANCE
(Ref Article 11)

I hereby apply for catastrophic leave assistance for the following reasons:

_____

_____

_____

_____

_____ _____
Signature Date

_____

Date Sick leave finished

_____I have investigated disability retirement under STRS/PERS and/or Social Security and am not eligible (attach verification)

****

Information received, requested or reviewed by CatLBaC

Date Verified

_____ Applicant is a participant in Catastrophic Leave Bank

_____ Physician's verification

_____ Other

APPENDIX I

EXTRA DUTY STIPENDS

Effective January 1, 2026 $55,603.00

STIPEND	%A/1	Total to Pay
Clubs (15 per year)	1.72%	$956.000
Elementary Campus Lead Teacher	3.22%	$1,788.00
Elementary Student Council	2.14%	$1,192.00
Jr. High Lead Teacher	3.22%	$1,788.00
Middle School Student Council	3.22%	$1,788.00
Peer Support Teacher	2.14%	$1,192.00
Robotics Advisor	4.29%	$2,384.00
Support Teacher for Intern	4.56%	$2,533.00
*Yearbook Advisor - District staff member	4.29%	$2,384.00
*Yearbook Advisor - Non-District staff member	3.22%	$1,788.00
Athletic Director	6.43%	$3,576.00
Baseball	2.14%	$1,192.00
Basketball 6th-8th Boys A	2.14%	$1,192.00
Basketball 6th-8th Boys B	2.14%	$1,192.00
Basketball 4-5 Boys	1.72%	$954.00
Basketball 6th-8th Girls A	2.14%	$1,192.00
Basketball 6th-8th Girls B	2.14%	$1,192.00
Basketball 4-5 Girls	1.72%	$954.00
Cheerleading	2.14%	$1,192.00
Cross Country K-3rd	1.29%	$715.00
Cross Country 4th-8th	1.29%	$715.00
Flag Football	2.14%	$1,192.00
Ski and Snowboard <65 participants 1 Coach,>65 participants+Asst Coach	2.14%	$1,192.00
Ski and Snowboard - Assistant Coach	1.07%	$596.00
Soccer	2.14%	$1,192.00
Softball	2.14%	$1,192.00
Tennis <15 participants 1 Coach, > 15 participants + Ass. Coach	2.14%	$1,192.00
Tennis - Assistant Coach	1.07%	$596.00
Track < 15 participants 1 Coach, > 15 participants 2 Coaches	2.14%	$1,192.00
Volleyball A	2.14%	$1,192.00
Volleyball B	2.14%	$1,192.00

Filling stipends is at the discretion of the District

Extra duty stipend agreements need to be completed prior to initialing position/duties

*Only one stipend per year

EXTRA DUTY STIPENDS

Effective July 1, 2023

STIPEND		$52.283.00
	% A/1	Total to Pay
Elementary Campus Lead Teacher	3.22%	$1,681.00
Elementary Student Council	2.14%	$1,120.00
Jr. High Lead Teacher	3.22%	$1,681.00
Middle School Student Council	3.22%	$1,681.00
Peer Support Teacher	2.14%	$1,120.00
Robotics Advisor	4.29%	$2,242.00
Support Teacher for Intern	4.56%	$2,382.00
*Yearbook Advisor - District staff member	4.29%	$2,242.00
*Yearbook Advisor - Non-District staff member	3.22%	$1,681.00
Athletic Director	6.43%	$3,363.00
Baseball	2.14%	$1,120.00
Basketball 6th-8th Boys A	2.14%	$1,120.00
Basketball 6th-8th Boys B	2.14%	$1,120.00
Basketball 4-5 Boys	1.72%	$897.00
Basketball 6th-8th Girls A	2.14%	$1,120.00
Basketball 6th-8th Girls B	2.14%	$1,120.00
Basketball 4-5 Girls	1.72%	$897.00
Cheerleading	2.14%	$1,120.00
Cross Country K-3rd	1.29%	$672.00
Cross Country 4th-8th	1.29%	$672.00
Flag Football	2.14%	$1,120.00
Soccer	2.14%	$1,120.00
Softball	2.14%	$1,120.00
Tennis <15 participants 1 Coach, > 15 participants + Ass. Coach	2.14%	$1,120.00
Tennis - Assistant Coach	1.07%	$560.00
Track < 15 participants 1 Coach, > 15 participants 2 Coaches	2.14%	$1,120.00
Volleyball A	2.14%	$1,120.00
Volleyball B	2.14%	$1,120.00

Filling stipends is at the discretion of the District

Extra duty stipend agreements need to be completed prior to initialing position/duties

*Only one stipend per year

APPENDIX J

JUNCTION ELEMENTARY SCHOOL DISTRICT
PREP PERIOD SUBSTITUTE ASSIGNMENT

This form is to be filled out by the Certificated Middle School staff member when the staff member is assigned by the Principal or designee to cover another teacher's regular class during their preparation period when the staff member has no instructional duties, for not less than (10) minutes and not more than sixty (60) minutes shall be granted one-half (½) day of paid leave for each three (3) assignments (see Article 6, Section 6.3.1 of the JTA Bargaining Agreement).

_____

EMPLOYEE NAME:

Assignment #1

DATE ASSIGNED	
LENGTH OF TIME ASSIGNED	
TEACHER COVERED	

Assignment #2

DATE ASSIGNED	
LENGTH OF TIME ASSIGNED	
TEACHER COVERED	

Assignment #3

DATE ASSIGNED	
LENGTH OF TIME ASSIGNED	
TEACHER COVERED	

_____

Employee Signature Date

_____

Administrator Signature Date

Please turn this form into the District Office once three(3) assignments have been completed.

Please pay out as selected below

☐ Compensatory Time Earned

(If not used by June 30th of the following school year, employee will be paid out in June at the short-term substitute pay rate)

☐ Compensation at short-term substitute pay rate.