

**JORDAN SCHOOL DISTRICT
&
Jordan Education Association**

Licensed Negotiated Agreement

2017-18

Negotiations Team

Jen Atwood	Secretary, Board of Education
Anthony Godfrey, Ed.D.	Associate Superintendent
John Larsen, CPA	Business Administrator
June LeMaster, Ph.D.	Administrator of Human Resources
Melissa Brown	Riverton High
Jenny Pedler	Kauri Sue Hamilton School
Heather Reich	Majestic Elementary School
Jessica Dunn	UniServ Director

Jordan School District Board of Education

Janice L. Voorhies	President, Precinct 6
Matthew Young	Vice President, Precinct 2
Jen Atwood	Secretary, Precinct 7
Bryce Dunford	Member, Precinct 5
Marilyn Richards	Member, Precinct 4
Darrell Robinson	Member, Precinct 1
Tracy J. Miller	Member, Precinct 3

**Licensed Negotiated Agreement
Financial & NEG Policies
2017-18**

**Between Jordan School District Board of Education
&
Jordan Education Association**

The Jordan School District Board of Education and Jordan Education Association (JEA) agree to the following agreements for licensed employees:

- 1) The new single lane salary schedule (attached) be adopted beginning in the 2017-18 school year.
 - a. Starting salary on salary level 1 to be \$40,000
 - b. Difference between salary levels to be \$875
 - c. Minimum salary level based on educational attainment as follows:
 - i. Bachelor's Degree – Level 1
 - ii. Bachelor's Degree + 20 semester credits – Level 3
 - iii. Bachelor's Degree + 40 semester credits – Level 5
 - iv. Master's Degree – Level 6
 - v. Master's Degree + 30 semester credits – Level 8
 - vi. Doctorate Degree – Level 10
 - d. Increment given for educational attainment:
 - i. Bachelor's Degree + 20 semester credits – Add 2 salary levels
 - ii. Bachelor's Degree + 40 semester credits – Add 2 salary levels
 - iii. Master's Degree – Add 1 salary level
 - iv. Master's Degree + 30 semester credits – Add 2 salary levels
 - v. Doctorate Degree – Add 2 salary levels
 - e. National Board Certification annual stipend to be increased from \$1,000 to \$2,400 each year the certification is active
- 2) Lane adjustments will continue on the old salary schedule through the end of the contract term as is normally done for the 2016-17 year. Lane adjustments received after April 14, 2017 may have new lane placements on the new salary schedule for 2017-18 delayed until the December paycheck, complete with any back-pay necessary to capture months missed on the new salary schedule.
- 3) Before transitioning to the new salary schedule, those who did not receive step increases for the 2009-10, 2011-12, and/or 2013-14 years have up to three steps restored, one for each year, on the current salary schedule up to the maximum step.

This will be done based on the "hire date" in the District's personnel system. "Hire date" is the latest date when an employee changed their employment status between benefit eligible and non-benefit eligible.

- a. Those whose hire date is before 1/1/2009, increase steps by 3, up to the maximum step
 - b. Those whose hire date is between 1/1/2009 and 12/31/2010, increase steps by 2, up to the maximum step
 - c. Those whose hire date is between 1/1/2011 and 12/31/2012, increase steps by 1, up to the maximum step
- 4) Before transitioning to the new salary schedule, each employee receives a step on the current salary schedule up to the maximum step. As required in 53A-8a-602, steps will not be given to educators whose latest evaluation does not qualify them for a step increase.
- 5) Employees placement on the new single lane salary schedule is determined by locating the nearest salary higher than the salary after restoration of steps and step increase (as indicated in #3 and #4 above) for the 2016-17 year. If in 2016-17 you received either the doctoral degree stipend of \$1,200 or the Bachelors +60 hours stipend of \$500, add this amount to your salary total before transitioning to the next highest step. Other stipends and hourly pay amounts are not added to the comparison.
- 6) After placement on the new salary schedule, employees on step 15 for the entire 2016-17 year will also receive:
- a. An additional step on the new salary schedule.
 - b. A one-time payment of \$325 on their November paycheck.
 - i. Because this is a one-time payment, the following year, 2018-19, employees receiving this one-time payment may see a decrease in pay by this amount subject to the following year's negotiations.
 - ii. Only Certified Contract (benefit eligible) employees are eligible for this one-time payment – in other words, employees working less than half-time are not eligible for this one-time payment.
 - iii. This one-time payment will be in proportion to the employees FTE as of November 1, 2017.
 - iv. Certified employees on an officially granted Leave of Absence during 2016-17 may receive this one-time payment. The salary comparison will go back one year to see if eligible.
 - v. Reimbursable contracts (e.g. BYU/CFA, JEA President) are eligible to receive this one-time payment.
 - vi. Employees without a salary matrix (salary is manually entered) are eligible for this one-time payment.

- vii. Employees must be active employees as of November 1, 2017. Anyone terminating employment October 31, 2017 or prior are not eligible for this one-time payment.
 - viii. Anyone receiving a job promotion to another salary schedule (e.g. became an administrator) effective prior to November 1, 2017 are not eligible for this one-time payment.
- 7) Employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase; however if health insurance premiums increase for the 2017-18 year, those increases will be paid for by the District.
- 8) One Time Salary Conversion Payment: After placement on the new single lane salary schedule, those not receiving at least an \$875 increase for 2017-18 compared to 2016-17 will receive a one-time payment of \$875 minus their increase on their November paycheck.
- a. For purposes of making this calculation, a 2016-17 doctoral stipend of \$1,200 or the Bachelors +60 hours stipend of \$500 will be included in the 2016-17 salary comparison. Other stipends and hourly pay amounts are not added to the comparison.
 - b. Because this is a one-time payment, the following year, 2018-19, employees receiving this one-time payment may see a decrease in pay by this amount subject to the following year's negotiations.
 - c. Payment amounts will be varied between \$1 and \$874.
 - d. Only Certified Contract (benefit eligible) employees are eligible for this one-time payment – in other words, employees working less than half-time are not eligible for this one-time payment.
 - e. This one-time payment will be in proportion to the employees FTE as of November 1, 2017.
 - f. Certified employees on an officially granted Leave of Absence during 2016-17 may receive this one-time payment. The salary comparison will go back one year to see if eligible.
 - g. Reimbursable contracts (e.g. BYU/CFA, JEA President) are eligible to receive this one-time payment.
 - h. Employees without a salary matrix (salary is manually entered) are eligible for this one-time payment.
 - i. Employees must be active employees as of November 1, 2017. Anyone terminating employment October 31, 2017 or prior are not eligible for this one-time payment.

- j. Anyone receiving a job promotion to another salary schedule (e.g. became an administrator) effective prior to November 1, 2017 are not eligible for this one-time payment.
- 9) The District will provide every licensed employee an official document that is emailed to each employee identifying his or her new salary schedule placement and the amount of any one-time salary conversion payment, if applicable, by June 1, 2017.
- a. Lane adjustments will continue on the old salary schedule through the end of the contract term as is normally done for the 2016-17 year. Lane adjustments received after April 14, 2017 may have new lane placements on the new salary schedule for 2017-18 delayed until the December paycheck, complete with any back-pay necessary to capture months missed on the new salary schedule.
 - b. If the District encounters problems or difficulties meeting the June 1, 2017 deadline, it will communicate with JEA the circumstances and the appeal date of July 14, 2017 will be moved back as well.
 - c. Employees will have until July 14, 2017 to appeal placement with the District by submitting the appropriate form with any applicable documentation.
- 10) Salary schedule placement for new hires with no teaching experience shall be determined by education level as outlined below:

Degree	Salary Level
Bachelor's Degree	Level 1
Bachelor's Degree +20 Semester Credits	Level 3
Bachelor's Degree +40 Semester Credits	Level 5
Master's Degree	Level 6
Master's Degree + 30 Semester Credits	Level 8
Doctorate Degree	Level 10

New hires with teaching experience shall receive full credit for years of service and educational levels. Salary levels for new hires with teaching experience will be assigned as follows:

Degree	Maximum Salary Level
Bachelor's Degree	Level 13
Bachelor's Degree +20 Semester Credits	Level 16
Bachelor's Degree +40 Semester Credits	Level 23
Master's Degree	Level 28
Master's Degree + 30 Semester Credits	Level 31
Doctorate Degree	Level 32

New hires with teaching experience who are hired in areas of critical need may be placed above these maximum salary levels based on years of experience and education level.

After initial placement, teachers receiving licensure through an alternative pathway shall not advance more than the levels outlined below until they have received their Level 2 Educators license:

- Alternative Route to Licensure (ARL) – Four (4) salary levels
- Alternative Teaching Preparation (ATP) – Four (4) salary levels
- Letter of Authorization (LOA) – Three (3) salary levels
- Academic Pathway to Teaching (APT) – Three (3) salary levels

- 11) The Licensed Employee Compensation Task Force (LECTF) as currently constituted continues its work to define the Quality Teacher Enhancement Fund. Nevertheless, the Board and JEA reserve the right to determine which of their respective members will serve on the task force before work resumes. The three questions below will continue to lead the work of the task force and they are based on the mission of the task force.
- a. What are the duties teachers are currently doing outside of teaching duties?
 - b. What are the specific things that quality teachers are doing to improve student learning?
 - c. How can we reward teachers for the items identified in questions 1 and 2?
Members commit to make recommendations for rewarding quality teaching that include but are not limited to use of “bonus money” and the creation of multiple teacher career paths.

Any recommendations by the LECTF must be ratified by the JEA membership. This recommendation is subject to modification by and requires approval of the Jordan Board of Education. Teacher members of the LECTF shall receive a one-time \$500 salary supplement, travel reimbursement, and whenever necessary, release time to perform this duty. This stipend will be reevaluated in the first meeting of LECTF during the 2017-18 school year.

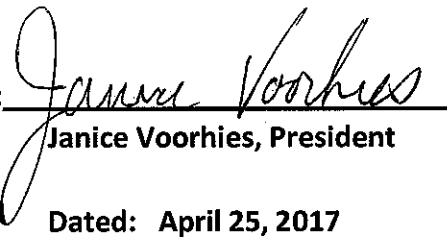
12) Policy Revisions

As per District Policy A6NEG Negotiations – Licensed and Classified, negotiations concerning NEG policies will move forward over the course of this Agreement through the Joint Relations Committee. Proposed policy changes will be ratified by JEA membership and approved by the Board of Education. JEA and Jordan School District Board of Education will continue to work in good faith to utilize the interest-based process established by the Joint Relations Committee.

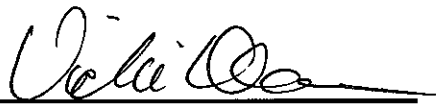
All parties agree to the following policy changes as recommended and accepted by the Joint Relations Committee for the 2017-18 school year.

- **Salary Guidelines – DP309 NEG**
Policy revised with regard to equated teaching experience for new hires and submission of evidence; Revisions to change lane change credit language.
- **Reduction in Staff – DP327 NEG**
Revisions to reflect references to lane changes in the salary schedule.

**JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION**

By: 
Janice Voorhies, President
Dated: April 25, 2017

JORDAN EDUCATION ASSOCIATION

By: 
Vicki Olsen, President
Dated: April 25, 2017

Teacher Salary Schedule

(C Schedule) Traditional (184 Days – 8 Hours/Day)

August 17, 2017 – June 4, 2018

(E Schedule) Year Round (176 Days – 8 Hours 21 Minutes/Day)

July 19, 2017 – July 5, 2018

Salary Level	Base Pay	Educator Salary Adjustment*	Lane-Z Annual Salary
1	\$35,800	\$4,200	\$40,000
2	\$36,675	\$4,200	\$40,875
3	\$37,550	\$4,200	\$41,750
4	\$38,425	\$4,200	\$42,625
5	\$39,300	\$4,200	\$43,500
6	\$40,175	\$4,200	\$44,375
7	\$41,050	\$4,200	\$45,250
8	\$41,925	\$4,200	\$46,125
9	\$42,800	\$4,200	\$47,000
10	\$43,675	\$4,200	\$47,875
11	\$44,550	\$4,200	\$48,750
12	\$45,425	\$4,200	\$49,625
13	\$46,300	\$4,200	\$50,500
14	\$47,175	\$4,200	\$51,375
15	\$48,050	\$4,200	\$52,250
16	\$48,925	\$4,200	\$53,125
17	\$49,800	\$4,200	\$54,000
18	\$50,675	\$4,200	\$54,875
19	\$51,550	\$4,200	\$55,750
20	\$52,425	\$4,200	\$56,625
21	\$53,300	\$4,200	\$57,500
22	\$54,175	\$4,200	\$58,375
23	\$55,050	\$4,200	\$59,250
24	\$55,925	\$4,200	\$60,125
25	\$56,800	\$4,200	\$61,000
26	\$57,675	\$4,200	\$61,875
27	\$58,550	\$4,200	\$62,750
28	\$59,425	\$4,200	\$63,625
29	\$60,300	\$4,200	\$64,500
30	\$61,175	\$4,200	\$65,375
31	\$62,050	\$4,200	\$66,250
32	\$62,925	\$4,200	\$67,125
33	\$63,800	\$4,200	\$68,000
34	\$64,675	\$4,200	\$68,875
35	\$65,550	\$4,200	\$69,750
36	\$66,425	\$4,200	\$70,625
37	\$67,300	\$4,200	\$71,500
38	\$68,175	\$4,200	\$72,375
39	\$69,050	\$4,200	\$73,250
40	\$69,925	\$4,200	\$74,125
41	\$70,800	\$4,200	\$75,000
42	\$71,675	\$4,200	\$75,875
43	\$72,550	\$4,200	\$76,750
44	\$73,425	\$4,200	\$77,625
45	\$74,300	\$4,200	\$78,500

New-Hire Placement (1st year educator)

Education Attainment	Level
Bachelor's Degree	1
Bachelor's Degree plus 20 Semester Credits	3
Bachelor's Degree plus 40 Semester Credits	5
Master's Degree	6
Master's Degree plus 30 Semester Credits	8
Doctorate Degree	10

New hires with teaching experience shall receive full credit for years of service up to the established maximums as outlined in DP 309 NEG

Continuing Education Advancement

Education Attainment	Level Increase	Total Levels
Bachelor's Degree plus 20 Sem. Credits	Add 2 Levels	2 Levels
Bachelor's Degree plus 40 Sem. Credits	Add 2 Levels	4 Levels
Master's Degree	Add 1 Level	5 Levels
Master's Degree plus 30 Sem. Credits	Add 2 Levels	7 Levels
Doctorate Degree	Add 2 Levels	9 Levels

Educational Attainment are hours earned beyond and after Bachelor's Degree and original Teaching license

Alternative Pathway License

License	Maximum Level Increase (After initial placement)
Alternative Route to Licensure (ARL)	4
Alternative Teaching Preparation (ATP)	
Letter of Authorization (LOA)	3
Academic Pathway to Teaching (APT)	

NOTES:

- 1) Educators with a current National Board Certification will receive an annual stipend of \$2,400 per year based on their FTE.
- 2) This salary schedule is adopted only for the current school year. Any reference to future step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
- 3) Per Utah Statute 53A-8a-602, advancement on this schedule may be held back depending on the annual educator effectiveness rating.
- 4) The difference between steps is \$875.

* The Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.

TEACHER SALARY SCHEDULE

August 17, 2017 - June 4, 2018
 184 DAYS - Full Time
 8 Hours Per Day

HOURS REPRESENTED ON THE LANES ARE HOURS EARNED BEYOND AND AFTER BACHELOR'S DEGREE AND ORIGINAL TEACHING LICENSE

Step	A - Bachelor's				B - Bachelor's + 30 Qtr or 20 Sem				C - Bachelor's + 45 Qtr or 30 Sem			
	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation
1	\$30,139	\$4,200	\$34,339	\$35,008	\$30,808	\$4,200	\$35,008	\$35,008	\$31,199	\$4,200	\$35,399	\$35,399
2	\$31,544	\$4,200	\$35,744	\$36,426	\$32,226	\$4,200	\$36,426	\$36,426	\$32,640	\$4,200	\$36,840	\$36,840
3	\$33,022	\$4,200	\$37,222	\$37,913	\$33,713	\$4,200	\$37,913	\$37,913	\$34,143	\$4,200	\$38,343	\$38,343
4	\$34,561	\$4,200	\$38,761	\$39,467	\$35,267	\$4,200	\$39,467	\$39,467	\$35,718	\$4,200	\$39,918	\$39,918
5	\$36,182	\$4,200	\$40,382	\$41,122	\$36,922	\$4,200	\$41,122	\$41,122	\$37,412	\$4,200	\$41,612	\$41,612
6	\$37,955	\$4,200	\$42,155	\$42,901	\$38,701	\$4,200	\$42,901	\$42,901	\$39,220	\$4,200	\$43,420	\$43,420
7	\$39,816	\$4,200	\$44,016	\$44,768	\$40,568	\$4,200	\$44,768	\$44,768	\$41,114	\$4,200	\$45,314	\$45,314
8	\$42,334	\$4,200	\$46,534	\$46,725	\$42,525	\$4,200	\$46,725	\$46,725	\$43,090	\$4,200	\$47,290	\$47,290
9	\$42,555	\$4,200	\$46,755	\$49,376	\$45,176	\$4,200	\$49,376	\$49,376	\$45,777	\$4,200	\$49,977	\$49,977
10	\$42,555	\$4,200	\$46,755	\$49,609	\$45,409	\$4,200	\$49,609	\$49,609	\$47,964	\$4,200	\$52,164	\$52,164
11	\$42,555	\$4,200	\$46,755	\$49,609	\$45,409	\$4,200	\$49,609	\$49,609	\$48,211	\$4,200	\$52,411	\$52,411
12	\$42,555	\$4,200	\$46,755	\$49,609	\$45,409	\$4,200	\$49,609	\$49,609	\$48,211	\$4,200	\$52,411	\$52,411
13	\$42,555	\$4,200	\$46,755	\$49,609	\$45,409	\$4,200	\$49,609	\$49,609	\$48,211	\$4,200	\$52,411	\$52,411
14	\$42,555	\$4,200	\$46,755	\$49,609	\$45,409	\$4,200	\$49,609	\$49,609	\$48,211	\$4,200	\$52,411	\$52,411
15	\$44,697	\$4,200	\$48,897	\$51,874	\$47,674	\$4,200	\$51,874	\$51,874	\$50,596	\$4,200	\$54,796	\$54,796

Step	D - Bachelor's + 60 Qtr or 40 Sem				E - Master's				G - Master's + 45 Qtr or 30 Sem			
	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation	Base Pay	Educator Salary Adjustment*	Total Compensation	Total Compensation
1	\$31,734	\$4,200	\$35,934	\$37,540	\$33,340	\$4,200	\$37,540	\$37,540	\$34,841	\$4,200	\$39,041	\$39,041
2	\$33,162	\$4,200	\$37,362	\$39,002	\$34,802	\$4,200	\$39,002	\$39,002	\$36,379	\$4,200	\$40,579	\$40,579
3	\$34,660	\$4,200	\$38,860	\$40,531	\$36,331	\$4,200	\$40,531	\$40,531	\$38,057	\$4,200	\$42,257	\$42,257
4	\$36,227	\$4,200	\$40,427	\$42,211	\$38,011	\$4,200	\$42,211	\$42,211	\$39,810	\$4,200	\$44,010	\$44,010
5	\$37,941	\$4,200	\$42,141	\$43,965	\$39,765	\$4,200	\$43,965	\$43,965	\$41,636	\$4,200	\$45,836	\$45,836
6	\$39,736	\$4,200	\$43,936	\$45,793	\$41,593	\$4,200	\$45,793	\$45,793	\$43,545	\$4,200	\$47,745	\$47,745
7	\$41,609	\$4,200	\$45,809	\$47,696	\$43,496	\$4,200	\$47,696	\$47,696	\$45,543	\$4,200	\$49,743	\$49,743
8	\$43,573	\$4,200	\$47,773	\$49,694	\$45,494	\$4,200	\$49,694	\$49,694	\$47,626	\$4,200	\$51,826	\$51,826
9	\$46,232	\$4,200	\$50,432	\$51,964	\$47,764	\$4,200	\$51,964	\$51,964	\$49,801	\$4,200	\$54,001	\$54,001
10	\$48,441	\$4,200	\$52,641	\$53,944	\$49,744	\$4,200	\$53,944	\$53,944	\$52,066	\$4,200	\$56,266	\$56,266
11	\$50,686	\$4,200	\$54,886	\$56,207	\$52,007	\$4,200	\$56,207	\$56,207	\$54,435	\$4,200	\$58,635	\$58,635
12	\$50,947	\$4,200	\$55,147	\$59,315	\$55,115	\$4,200	\$59,315	\$59,315	\$57,680	\$4,200	\$61,880	\$61,880
13	\$50,947	\$4,200	\$55,147	\$59,600	\$55,400	\$4,200	\$59,600	\$59,600	\$57,979	\$4,200	\$62,179	\$62,179
14	\$50,947	\$4,200	\$55,147	\$59,600	\$55,400	\$4,200	\$59,600	\$59,600	\$57,979	\$4,200	\$62,179	\$62,179
15	\$53,448	\$4,200	\$57,648	\$62,295	\$58,095	\$4,200	\$62,295	\$62,295	\$60,780	\$4,200	\$64,980	\$64,980

* Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.

Notes:

- 1) This salary schedule is adopted only for the current school year. Any reference to future lane or step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
- 2) Per Utah Statute 53A-8a-602, advancement on this schedule may be held back depending on the annual educator effectiveness rating.

SUBJECT: SALARY GUIDELINES

I. Board Directive

It is the policy of the Board to meet with the Administration, officers of each departmental organization, and their appointed representatives in salary negotiations to establish salary schedules. It is also the policy of the Board to pay wages and salaries that shall enable the District to secure and retain qualified personnel. The Board delegates to the District Administration the responsibility for implementing the salary policy.

II. Administrative Policy

The salary policy shall be implemented according to the following administrative policy provisions:

A. Date of Payments

Payment of all salaries shall be made on the 25th day of each month. If the 25th falls on a weekend or on a holiday, payday will be the previous working day as approved by the Board of Education. All approved deductions, other than those legally required, shall be made only upon the written request of the employee.

B. Salary Rates

District personnel shall be compensated at rates agreed upon through negotiations and published in the salary schedules for each group of employees. The actual employee's salary shall be a factor of his/her percent of contract and placement on the salary schedule.

C. Basic Salary Schedule

A basic salary schedule shall be established for licensed personnel. The schedule shall be based upon consideration of contract teaching experience in an accredited school and upon continued training.

D. Differential Allowance

Differential allowance may be paid to teachers with special assignments as recommended by the Administration and approved by the Board.

E. Placement on Salary-Step Scale

Salary schedule placement shall be determined by the number of full or part-time years of teaching experience. In cases of interrupted or part-time service, the following guidelines shall apply:

1. ~~1.~~ Effective July 1, 1996, an employee who is employed at least half-time and who actually works in any one school year a number of days equal to or greater than one-half the number of work days specified for similar contracts shall be given one-year experience credit.

2. Employees working less than one-half the number of work days will receive no experience credit.

F. Equated Teaching Experience

Teaching (accredited PK-12) experience in other schools and/or school districts shall be evaluated by the Administrator of Human Resources. Full-time teaching experience outside the District shall equate to full-time years of service credit; half-time teaching experience outside the District shall equate to one-half year of service credit. ~~The District shall grant credit for outside teaching experience as follows:~~

_____	Teaching Experience	Equivalent Years to District
_____	Outside the District	Teaching Experience
_____	1 to 5 years	Full Credit

SUBJECT: SALARY GUIDELINES

~~6 or more years 1 equivalent for each 2 years of~~ outside experience

~~A maximum of 10 years total equated credit shall be allowed except in areas of critical need when the Administrator Human Resources is authorized to determine credit allowances.~~

1. Salary schedule placement for new hires with no teaching experience shall be determined by education level as outlined below:

<u>Degree</u>	<u>Salary Level</u>
<u>Bachelor's Degree</u>	<u>Level 1</u>
<u>Bachelor's Degree + 20 Semester Credits</u>	<u>Level 3</u>
<u>Bachelor's Degree + 40 Semester Credits</u>	<u>Level 5</u>
<u>Master's Degree</u>	<u>Level 6</u>
<u>Master's Degree + 30 Semester Credits</u>	<u>Level 8</u>
<u>Doctorate Degree</u>	<u>Level 10</u>

2. New hires with teaching experience shall receive full credit for years of service and educational levels. Salary levels for new hires with teaching experience will be assigned as follows:

<u>Degree</u>	<u>Maximum Salary Level</u>
<u>Bachelor's Degree</u>	<u>Level 13</u>
<u>Bachelor's Degree + 20 Semester Credits</u>	<u>Level 16</u>
<u>Bachelor's Degree + 40 Semester Credits</u>	<u>Level 23</u>
<u>Master's Degree</u>	<u>Level 28</u>
<u>Master's Degree + 30 Semester Credits</u>	<u>Level 31</u>
<u>Doctorate Degree</u>	<u>Level 32</u>

3. New hires with teaching experience who are hired in areas of critical need may be placed above these maximum salary levels based on years of experience and educational level.

G. After initial placement, teachers receiving licensure through an alternative pathway shall not be placed above or advance on the salary schedule until they have received their Level 2 Educators license as follows:

1. Alternative Route to Licensure (ARL) – Four (4) salary levels
2. Letter of Authorization (LOA) – Three (3) salary levels
3. Academic Pathway to Teaching (APT) – Three (3) salary levels
4. Alternative Teaching Preparation (ATP) – Four (4) salary levels

H. Rehiring Retirees

~~Licensed employees who have retired and are then rehired will be placed up to Step 9 of the appropriate lane and salary schedule.~~

 SUBJECT: SALARY GUIDELINES

H. Military Experience

No salary step credit shall be granted to any employee for military experience except for previous employees who have left the District to enter the military service. These employees shall be granted benefits required under the reemployment rights provision of Chapter 43 of Title 38, U.S. Code.

I. Submission of Evidence

1. It shall be the responsibility of the employees to submit to the Human Resources Department documented evidence which they wish to have considered in determining their initial placement on the salary schedule.
2. For new employees to the District, only graduate hours beyond the original certificate and B.S. degree will count toward salary ~~lane~~ placement except under the following circumstances. For new hires, undergraduate hours taken after the original certificate and B.S. degree may be considered for salary ~~lane~~ placement if they are recommended to the Local Professional Improvement Committee by one or more District administrators as meeting an identified District need. The recommendation, along with supporting evidence, must be submitted in writing to the LPIC (no later than the first week of August for teachers on year-round schedules or the first week of September for teachers on traditional schedules) so the LPIC will have sufficient time to approve or deny the request prior to the issuance of the first payroll.
3. Credit for salary ~~lane~~ changes for current employees will be granted from an accredited institution, ~~USOE~~ USBE approved credit on Ontrack Professional Learning Center (website: usoe.truenorthlogic.com), District approved credit and LPIC approved in-service credit in accordance with Policy AA421- Local Professional Improvement Committee.
4. Credit for salary ~~lane~~ changes for teachers receiving licensure through an alternative pathway, for an ARL (Alternate Route to Licensure), and APT (Academic Pathway to Teaching), an or ATP (Alternate Teacher-Teaching Preparation) employee will be granted only following completion of their ARL/APT/ATP program. ARL/APT/ATP program classes will not count toward ~~lane~~ salary change credit. Salary ~~lane~~ changes will be awarded as noted in I.3. of this policy and in Policy AA421- Local Professional Improvement Committee.
5. Salary ~~lane~~ changes shall be awarded to qualifying licensed employees working 50% FTE or more and when the Human Resources Department receives proof of eligibility in the form of an official transcript, including electronic transcripts submitted to the Human Resources Department directly from an accredited institution. If proof of eligibility is submitted prior to the 15th of the month, the salary ~~lane~~ change shall be reflected on the paycheck issued in the following month.

J. Compensation for Substitute Teachers

A salary schedule for substitute teachers shall be established.

SUBJECT: REDUCTION IN LICENSED STAFF

I. Board Policy

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with Utah Code §53A-8a-506.

This policy is intended to be consistent with the Public Education Human Resources Management Act §53A-8a-101 et seq.

II. Administrative Policy

A. Reduction in Staff (RIS)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school / program to consider the following:
 - Program and staffing needs of the school / District.
 - Employee performance evaluation (appropriate for the job classification).
2. For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.
3. Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
4. Teachers affected by a RIS will be eligible to participate in transfers as per policy DP304 NEG – Teacher Transfers.
5. Teachers affected by a RIS may apply online for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. After June 1, if the teacher has not been hired for an available position, the employee will be subject to a RIF.

B. Reduction in Force (RIF)

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:
 - Program and staffing needs of the school / District.
 - Employee performance evaluation (appropriate for the job classification).
2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days' notice.

SUBJECT: REDUCTION IN LICENSED STAFF

C. Rehire

1. If a licensed employee is terminated through a RIF, the employee will be given first consideration for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.
2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee's salary ~~step and lane~~ placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one ~~step on the same lane level~~ lane level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a ~~lane salary~~ change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the higher ~~lane level~~ lane level provided a salary increase was authorized by the Board and included on the current salary schedule.
3. A licensed employee who is rehired following termination through the RIF process, shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

History of revisions: 9/13/11