

**JORDAN SCHOOL DISTRICT
&
Jordan Educational Support Professionals Association**

Classified Negotiated Agreement

2018-19

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
Dennis Durrant	President, JESPA, Transportation
Robert Conder	President Elect, Facility Services
Elma Scheid	District Administrative Assistant, Nutrition
Connie Erickson	Administrative Assistant, South Hills Middle
Brent Smart	Bus Driver, Transportation
Tammy Horger	Coordinator, Nutrition Services
Kevin Sprague	Head Custodian, Copper Mountain Middle
Bryan L. Sprague	Executive Director, USEA

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

**Classified Negotiated Agreement
Final & NEG Policies
2018-19**

**Between Jordan School District Board of Education
&
Jordan Educational Support Professionals Association**

The Jordan School District Board of Education and Jordan Education Support Professionals Association (JESPA) agree to the following:

- 1) Steps will be given for all education support professional employees for the 2018-19 school year.
- 2) Lane 1 Step 1 of the Classified Salary Schedule will be set at \$12 per hour with subsequent steps on Lane 1 having a percentage increase as though Lane 1 had an \$0.87 per hour increase.
- 3) All other lanes and steps will have a per-hour increase of \$0.87 per hour.
- 4) The shift differential for employees working the swing or graveyard shifts will increase from \$0.35 and \$0.40 per-hour, respectively, to \$0.50 and \$1.00 per hour, respectively.
- 5) The budget for Classified Professional Development will be increased from \$17,700 to \$40,000.
- 6) 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, there is no insurance premium increase for the 2018-19 contract year.
- 7) Policy A6B NEG will be rewritten to create a Joint Relations Committee (JRC) for Education Support Professionals (ESP) similar to Licensed employees.
- 8) The newly organized ESP JRC (see #7 above) will discuss potential changes to:
 - a. DP343 NEG – Hours of Work – Classified;
 - b. DP326 NEG – Sick Leave – Classified; and
 - c. DP344 – Vacation Schedule for Twelve-Month Personnel
- 9) Policy Changes:
 - **A6B NEG Negotiated Policies – Classified**
Revised to remove A6NEG as a negotiated policy. Add wording from A6NEG to A6BNEG related to negotiations.

- **DP335B NEG Personal Leave – Classified**
Revised to add an additional reason to take personal leave before/after a holiday.
- **DP370B NEG Alternative Leave Day – Classified**
Revised to allow alternative day to be used before/after a personal day.

**JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION**

By: Janice Voorhies
Janice Voorhies, President

Dated: 5/16/2018

**JORDAN EDUCATION SUPPORT
PROFESSIONALS ASSOCIATION**

By: Dennis Durrant
Dennis Durrant, President

Dated: 5/16/2018

**JORDAN SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2018 / 2019**

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	12.00	12.85	14.42	15.93	17.08	18.09	18.96	20.04	21.32	23.35	1
2	12.29	13.18	14.80	16.33	17.62	18.56	19.44	20.55	21.88	23.96	2
3	12.61	13.50	15.16	16.74	17.96	19.02	19.94	21.09	22.42	24.59	3
4	12.92	13.86	15.56	17.18	18.43	19.50	20.45	21.62	23.00	25.22	4
5	13.24	14.18	15.94	17.62	18.88	20.01	20.98	22.17	23.60	25.86	5
6	13.57	14.55	16.34	18.05	19.38	20.52	21.51	22.75	24.20	26.53	6
7	13.91	14.92	16.76	18.51	19.87	21.05	22.07	23.32	24.83	27.22	7
8	14.26	15.29	17.19	18.99	20.38	21.59	22.64	23.93	25.47	27.93	8
9	14.61	15.68	17.63	19.47	20.92	22.14	23.21	24.56	26.12	28.65	9
10	14.97	16.07	18.08	19.97	21.44	22.72	23.82	25.20	26.81	29.38	10
11	15.36	16.49	18.54	20.48	22.00	23.29	24.44	25.84	27.50	30.16	11
12	15.75	16.89	19.01	21.02	22.56	23.90	25.05	26.51	28.22	30.94	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	24.10	25.40	27.85	29.38	31.07	32.81	34.65	36.62	38.69	40.88	1
2	24.73	26.05	28.57	30.15	31.87	33.66	35.56	37.57	39.69	41.95	2
3	25.38	26.72	29.31	30.94	32.71	34.53	36.48	38.55	40.72	43.05	3
4	26.02	27.42	30.06	31.75	33.55	35.44	37.44	39.57	41.79	44.19	4
5	26.68	28.13	30.86	32.57	34.44	36.36	38.42	40.61	42.89	45.34	5
6	27.39	28.85	31.67	33.43	35.34	37.32	39.44	41.67	44.02	46.53	6
7	28.11	29.61	32.49	34.29	36.25	38.30	40.47	42.77	45.17	47.76	7
8	28.82	30.37	33.34	35.20	37.20	39.31	41.53	43.88	46.37	49.03	8
9	29.58	31.17	34.21	36.12	38.18	40.33	42.62	45.04	47.59	50.31	9
10	30.34	31.97	35.10	37.05	39.17	41.39	43.74	46.21	48.83	51.63	10
11	31.13	32.82	36.02	38.02	40.21	42.47	44.90	47.44	50.12	53.00	11
12	31.94	33.67	36.96	39.01	41.26	43.59	46.07	48.69	51.44	54.53	12

Note: 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.

SUBJECT: NEGOTIATIONS—CLASSIFIED

I. Board Directive

The Board of Education has statutory authority over all issues relating to the effective and efficient operation of the school district (Utah Code Title 53G Chapter 4). Locally elected Board of Education members should retain the right to operate the school district without undue influence or control from outside groups, organizations, associations, political parties, or special interests. The Board authorizes the Administration to administer the negotiated policies on behalf of the Board.

The Board also recognizes the importance of an orderly process to arrive at a negotiated settlement with the recognized exclusive representatives and bargaining agents of the classified employee group. The Board, therefore, delegates to the Administration the responsibility of conducting good faith negotiations within the parameters set by the Board and reporting those negotiations to the Board.

II. Administrative Policy

The employee agent group is defined as the professional employee association with the largest membership based on full-time equivalent employees. The Administration will recommend to the Board a negotiating team to represent the Board in conducting negotiations with the recognized employee group according to approved administrative policy provisions.

A. The Board of Education recognizes the need to negotiate with employee issues relating to wages, hours, and working conditions. Effective immediately, only the following policies will remain as negotiated polices:

- A5B NEG Released Time for Classified Employee Agent Group President
- A6B NEG Negotiations—Classified
- DA168 NEG Assignment of Bus Drivers and Bus Attendants
- DP314 NEG Provisional and Probationary Classified Personnel
- DP315B NEG Grievance Procedure—Classified
- DP319B NEG Retirement—Classified
- DP326 NEG Sick Leave—Classified
- DP330B NEG Bereavement Leave—Classified
- DP335B NEG Personal Leave—Classified
- DP336B NEG Leave of Absence (1 Year)—Classified
- DP337B NEG Leave of Absence—(Personal-15 Days)—Classified
- DP343 NEG Hours of Work—Classified
- DP347 NEG Protection of Employees
- DP349 NEG Reduction in Force—Contract Classified Employees
- DP353 NEG Assault or Abuse of Employees

SUBJECT: NEGOTIATIONS—CLASSIFIED

- DP354B NEG Attendance Incentive—Classified
- DP370B NEG Alternative Leave Day—Classified

NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.

B. The classified employees will be represented through the Joint Relations Committee, which will be comprised of the Board's negotiating team and the negotiating team for the classified employee group. Team membership will be established no later than October 1 of each school year. The mission of the Joint Relations Committee is to enhance the professional employee association/District relationship by fostering open communication and a free exchange of ideas and to identify and resolve issues in a collaborative environment to allow us to provide a quality education for every child in Jordan School District.

~~B.C.~~ Regularly scheduled meetings (monthly) of the District Advisory Council (Policy A3B Released Time – Classified) will be held to review and discuss policies, including compensation discussions, to begin no earlier than May 1 of each contract year. Dates can be changed by mutual agreement.

~~C.D.~~ Formal negotiations meeting dates will be determined no later than May 1 of each contract year.

~~D.E.~~ Beginning with the first negotiating session, procedural agreements concerning negotiations will be mutually established.

~~E.F.~~ Changes in compensation and negotiated policy will be considered and finalized through the negotiation process.

~~F.G.~~ The District shall comply with Utah Code 53G-11-206 and will require reimbursement to the school district of the cost of paid association leave activities to the extent required by the Code.

~~G.H.~~ After June 15, if agreement has not been reached in negotiations, the Board or the employee agent group or both parties may declare an impasse.

~~H.I.~~ Immediately after declaration of impasse by either party, the Board will invite the employee agent group to participate in mediation using the services of the Federal Mediation and Conciliation Service. The role of the mediator will be to facilitate communication. All costs associated with mediation will be shared equally by the Board and the employee agent group.

~~I.J.~~ If mediation is not completed or otherwise terminated within forty-five (45) days after the appointment of a mediator, further mediation may continue at the discretion of the Board.

~~J.K.~~ A negotiated agreement entered into by the Board will be posted on the District's website within ten (10) days of ratification of the agreement.

SUBJECT: NEGOTIATED POLICIES—CLASSIFIED

I. Board Directive

The Board of Education has statutory authority over all issues relating to the effective and efficient operation of the school district (Utah Code Title 53A Chapter 03). Locally elected Board of Education members should retain the right to operate the school district without undue influence or control from outside groups, organizations, associations, political parties, or special interests. The Board authorizes the Administration to administer the negotiated policies on behalf of the Board.

The Board also recognizes the importance of an orderly process to arrive at a negotiated settlement with the recognized exclusive representatives and bargaining agents of the classified employee group. The Board, therefore, delegates to the Administration the responsibility of conducting good faith negotiations within the parameters set by the Board and reporting those negotiations to the Board.

II. Administrative Policy

The employee agent group is defined as the professional employee association with the largest membership based on full-time equivalent employees. The Administration will recommend to the Board a negotiating team to represent the Board in conducting negotiations with the recognized employee group according to approved administrative policy provisions.

A. The Board of Education recognizes the need to negotiate with employee issues relating to wages, hours, and working conditions. Effective immediately, only the following policies will remain as negotiated polices:

- DP370B NEG Alternative Leave Day—Classified
- DA168 NEG Assignment of Bus Drivers and Bus Attendants
- DP353 NEG Assault or Abuse of Employees
- DP330B NEG Bereavement Leave—Classified
- DP315B NEG Grievance Procedure—Classified
- DP 336B NEG Leave of Absence (1 Year)—Classified
- DP 337B NEG Leave of Absence—(Personal-15 Days)—Classified
- DP 335B NEG Personal Leave—Classified
- ~~A6 NEG Negotiations—Licensed and Classified~~
- A6B NEG Negotiated Policies—Classified
- DP354B NEG Attendance Incentive—Classified
- DP347 NEG Protection of Employees
- DP349 NEG Reduction in Force—Contract Classified Employees
- A5B NEG Released Time for Classified Employee Agent Group President
- DP326 NEG Sick Leave—Classified
- DP314 NEG Provisional and Probationary Classified Personnel
- DP343 NEG Hours of Work—Classified

P O L I C Y

SUBJECT: NEGOTIATED POLICIES—CLASSIFIED

• DP319B NEG Retirement—Classified

NOTE: Any other policies or specific aspects of certain policies where negotiation with employee groups is stipulated by state or federal law.

- B. Regularly scheduled meetings (monthly) of the District Advisory Council (Classified – Policy A3B) will be held to review and discuss policies, including compensation discussions, to begin no earlier than May 1 of each contract year. Dates can be changed by mutual agreement.
- C. Formal negotiations meeting dates will be determined no later than May 1 of each contract year.
- D. Beginning with the first negotiating session, procedural agreements concerning negotiations will be mutually established.
- E. Changes in compensation and negotiated policy will be considered and finalized through the negotiation process.
- F. The District shall comply with Utah Code 53A-3-425 and will require reimbursement to the school district of the cost of paid association leave activities to the extent required by the Code.
- G. After June 15, if agreement has not been reached in negotiations, the Board or the employee agent group or both parties may declare an impasse.
- H. Immediately after declaration of impasse by either party, the Board will invite the employee agent group to participate in mediation using the services of the Federal Mediation and Conciliation Service. The role of the mediator will be to facilitate communication. All costs associated with mediation will be shared equally by the Board and the employee agent group.
- I. If mediation is not completed or otherwise terminated within forty-five (45) days after the appointment of a mediator, further mediation may continue at the discretion of the Board.
- JB. A negotiated agreement entered into by the Board will be posted on the District’s website within ten (10) days of ratification of the agreement.

TENTATIVE

SUBJECT: PERSONAL LEAVE —CLASSIFIED

I. Board Directive

It is the directive of the Board to allow each employee personal leave time as indicated below and authorizes the Administration to implement policy regarding personal leave for classified employees.

II. Administration Policy

The Personal Leave Policy shall be administered in accordance with the following administrative policy provisions: Each eligible employee of the District shall be given two (2) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.

The following provisions must be followed:

- A. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- B. Personal leave may be taken the day before or after a school holiday for the following specific reasons:
 - 1. Observance of religious holidays which fall on a regularly scheduled work day.
 - 2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
 - 3. Graduations of near relatives as defined in "2." above.
 - 4. Required court appearances.
 - 5. Deaths not covered by DP330B—Bereavement Policy.
 - 6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by DP339 – Released Time - Professional.
 - 7. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- C. Personal leave may be taken the day before or after a school holiday for other reasons under the following stipulations:
 - 1. Based upon a maximum of one personal day for each 100 employees, not to be less than nine (9), personal leave shall be granted the day before or after a school holiday without being required to pay the equivalent of 40 percent of the employee's daily rate, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - 2. Classified employees who request a personal leave day on the day before or after a school holiday, but who are not among the first qualified applicants shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance.

SUBJECT: PERSONAL LEAVE —CLASSIFIED

3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take a personal leave. Written notification will be sent to all applicants.
 4. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
 5. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
- D. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:
1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.
 2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- E. Personal leave days may not be used to pursue other employment.

Revision history 7/13/10

TENTATIVE

SUBJECT: ALTERNATIVE LEAVE DAY—CLASSIFIED

I. Board Directive

It is the directive of the Board to allow eligible classified employees an alternative leave day each year and authorizes the Administration to implement a policy for an alternative leave day for classified staff.

II. Administrative Policy

The alternative leave policy shall be administered according to the following administrative policy provisions:

- A. Each eligible classified employee shall be allowed one (1) day of alternative leave per year.
- B. Employees taking alternative leave shall be deducted 40 percent of their daily rate.
- C. Alternative leave is non-accumulative.
- D. Employees shall give at least one day's notice of the intent to take alternative leave.
- E. ~~Alternative leave may not be used the day before or after a personal leave day is taken.~~
- F. Alternative leave may not be used to seek other employment.