

**JORDAN SCHOOL DISTRICT
&
Education Support Professionals Association

Negotiated Agreement

2022-23**

Negotiations Team

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
Elma Scheid	District Administrative Assistant & JESPA President
David Bullock	Inspector & Project Manager, Facility Services
Kevan Sprague	Head Custodian, Mountain Ridge High School
Jeremiah Sniffin	USEA Representative

Jordan School District Board of Education

Tracy J. Miller	President, Precinct 3
Bryce Dunford	1st Vice President, Precinct 5
Marilyn Richards	2nd Vice President, Precinct 4
Jen Atwood	Member, Precinct 7
Niki George	Member, Precinct 6
Darrell Robinson	Member, Precinct 1
Matthew Young	Member, Precinct 2

**Education Support Professionals Negotiated Agreement
Final & NEG Policies
2022-2023**

**Between Jordan School District Board of Education
&
Jordan Education 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 education support professionals for the 2022-2023 school year.
- 2) A cost of living adjustment of 4.75% will be added to all steps for education support professionals.
- 3) 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 2022-2023 contract year.
- 4) DP343 NEG Hours of Work-Education Support Professionals changed to provide traditional, comprehensive full-time high school custodians who are asked to work on non-contract days with compensation of time and a half and not compensatory time.
- 5) DP344 Vacation Schedule for Twelve-Month Personnel changed to move the deadline for using vacation days from the prior year from September 30th to December 31st.
- 6) The salary schedule will show that in a year when steps are given, every employee on step 12 in the previous and current year and still employed November 1st of the current year will receive a \$1,000 bonus per FTE on the November paycheck regardless of Lane. This does not apply to the Miscellaneous Salary Schedule.
- 7) The application of DP354B NEG – Attendance Incentive-Education Support Professionals for the July 2022 payment to employees will be altered so employees are not penalized for any absences taken on the following dates:
 - a. Snow day – December 15, 2021
 - b. 1st COVID virtual day – January 19, 2022
 - c. 2nd COVID virtual day – January 20, 2022
 - d. 3rd COVID virtual day – January 21, 2022
 - e. Health and Wellness day – February 11, 2022
 - f. Professional Development day – April 29, 2022

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: Tracy J. Miller
Tracy Miller, President

Dated: 6/14/22

JORDAN EDUCATION SUPPORT
PROFESSIONALS ASSOCIATION

By: Elma Scheid
Elma Scheid, JESPA President

Dated: 5/26/22

**JORDAN SCHOOL DISTRICT
EDUCATION SUPPORT PROFESSIONALS
SALARY SCHEDULE
2022 / 2023**

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	13.94	14.93	16.76	18.52	19.84	21.02	22.03	23.29	24.78	27.14	1
2	14.28	15.30	17.20	18.97	20.36	21.58	22.58	23.87	25.42	27.84	2
3	14.65	15.68	17.62	19.44	20.87	22.10	23.17	24.51	26.05	28.59	3
4	15.02	16.11	18.08	19.97	21.42	22.67	23.77	25.12	26.73	29.30	4
5	15.40	16.49	18.53	20.47	21.95	23.24	24.38	25.77	27.42	30.04	5
6	15.78	16.91	18.99	20.98	22.52	23.84	24.99	26.44	28.11	30.82	6
7	16.17	17.34	19.46	21.51	23.09	24.47	25.64	27.11	28.86	31.63	7
8	16.57	17.77	19.98	22.06	23.69	25.09	26.31	27.82	29.60	32.46	8
9	16.98	18.23	20.48	22.64	24.30	25.74	26.96	28.54	30.36	33.29	9
10	17.39	18.67	21.01	23.20	24.91	26.40	27.67	29.28	31.15	34.14	10
11	17.85	19.17	21.54	23.80	25.57	27.07	28.40	30.02	31.96	35.06	11
12	18.30	19.63	22.09	24.44	26.22	27.77	29.11	30.80	32.80	35.95	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	28.00	29.52	32.37	34.14	36.11	38.13	40.27	42.56	44.96	47.51	1
2	28.73	30.27	33.21	35.05	37.03	39.10	41.32	43.65	46.13	48.75	2
3	29.49	31.05	34.06	35.95	38.00	40.12	42.39	44.79	47.32	50.03	3
4	30.24	31.85	34.94	36.90	38.99	41.18	43.50	45.99	48.56	51.36	4
5	31.01	32.69	35.87	37.86	40.02	42.26	44.64	47.20	49.84	52.69	5
6	31.82	33.53	36.81	38.85	41.07	43.38	45.83	48.43	51.15	54.07	6
7	32.66	34.41	37.75	39.84	42.12	44.51	47.02	49.69	52.49	55.51	7
8	33.50	35.29	38.74	40.90	43.22	45.68	48.27	50.99	53.88	56.98	8
9	34.38	36.22	39.75	41.98	44.37	46.87	49.54	52.34	55.30	58.46	9
10	35.26	37.15	40.79	43.07	45.51	48.09	50.82	53.71	56.74	60.00	10
11	36.18	38.15	41.86	44.18	46.73	49.35	52.18	55.13	58.25	61.59	11
12	37.12	39.12	42.95	45.34	47.95	50.66	53.54	56.59	59.77	63.20	12

Note:

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. In a year when steps are given, every employee on step 12 in the previous and current year and still employed November 1st of the current year will receive a \$1,000 bonus (based on FTE) on the November paycheck regardless of Lane. This does not apply to the Miscellaneous Salary Schedule.

SUBJECT: HOURS OF WORK—EDUCATION SUPPORT PROFESSIONALS

I. Board Directive

Jordan School District will comply with federal law in relation to hours of work for all education support professionals. The Board of Education directs the District Administration to establish policy respecting hours of work.

II. Administrative Policy

- A. The established work week for all education support professionals begins Monday at 12:01 a.m. and ends Sunday night at midnight.
- B. The maximum workweek by full-time education support professionals at their regular rate of pay shall be forty (40) hours.
- C. Education support professionals who fall under the guidelines of the Fair Labor Standards Act (personnel included on the education support professionals master salary schedule) must be paid at one and one-half times the regular rate of pay for all hours worked over 40 in a work week or receive compensatory time off during two successive pay periods (first to last day of the month in which work is done) at the rate of one and one-half times the actual overtime worked during any workweek. Only compensatory time will be considered hours worked for the purpose of calculating the 40-hour work week. All compensatory time earned must be pre-approved by the appropriate director, principal or supervisor. The tracking of such earning and using of compensatory time will be done through skyward Employee Access.
- D. All education support professionals shall receive a minimum of two (2) hours call-back time at their regular rate of pay for any time they are required to return to work after their regularly scheduled work time.
 - 1. An employee is eligible for call-back time when he/she is called to return to work after his/her regularly scheduled contract. The call to return to work is generally made outside the employee's regularly scheduled contract (before or after) and is made with short notice to the employee.

An extension of the work day is not considered call-back time. This would include a request to extend an employee's work day after the employee's normal work time or a request for the employee to report to work prior to the employee's normal work time.
 - 2. Employees who are called on an emergency basis to return to work shall be paid for actual travel time to and from work, up to a maximum of 15 minutes each way. Travel time will be included in the two hour minimum call-back time. If there are extenuating circumstances that require travel time longer than the 15 minute allocation, the principal or director must be notified and must approve the additional time.
 - 3. If an employee is eligible for call-back time and the amount of work required, including travel time, is less than two hours, the District, in its discretion, may require the employee to work the full two hours. Mutual agreement of time worked must be made between the employee and supervisor at the time of the request. The employee may waive the two hour call-back time and be paid for time worked and travel time only.
- E. All benefit eligible (contract) education support professionals shall track all leave time (hours not worked) using Skyward Employee Access.

SUBJECT: HOURS OF WORK—EDUCATION SUPPORT PROFESSIONALS

- F. All hourly (non-contract/non-benefit eligible) education support professionals shall submit all time worked using Skyward True Time. If circumstances prevent use of Skyward True Time, and if approved by the Director of Payroll, a paper timesheet may be submitted.
- G. Any overtime work or call-back time shall be granted only upon the approval of the appropriate education support professionals director or supervisor.
- H. A duty-free lunch period shall be provided for all education support professional employees scheduled to work more than five (5) hours per day. An employee shall not be compensated for his/her lunch period and may not be accumulated for use at a later date.
 - 1. Education support professionals may leave their assigned work site for their lunch period provided they receive prior approval from their immediate supervisor.
 - 2. Schedules to provide adequate coverage to meet specific program and site needs shall be designed and implemented at each site by the immediate supervisor or staff.
 - 3. Employees shall not be required to work longer than five (5) hours without rest and food. At least 30 minutes must be provided for meals.
 - 4. Lunch periods may range from thirty (30) minutes to one (1) hour depending on the number of hours in the employee's work day.
- I. Education support professionals shall be provided with a ten (10) minute duty-free break period for each four (4) hour period worked.
 - 1. Employees' minimum ten (10) minute rest periods are counted as time at work.
 - 2. Employees' ten (10) minute rest periods may not be accumulated for use at a later date.
- J. Employees who are required to work on the six (6) holidays listed below shall receive pay at the rate of time and one-half, and compensatory time will not be allowed.
 - 1. Independence Day (July 4)
 - 2. Pioneer Day (July 24)
 - 3. Thanksgiving Day
 - 4. Christmas Day
 - 5. New Year's Day
 - 6. Easter
- K. Traditional, comprehensive high school custodians who work full-time, 40-hours a week, 242- or 245-day contracts who are required to work on their non-contract days listed below shall receive pay at the rate of time and one-half, and compensatory time will not be allowed.
 - 1. Martin Luther King Day / Human Rights Day
 - 2. Washington and Lincoln Day
 - 3. Spring Break
 - 4. Memorial Day
 - 5. Independence Day (July 4)
 - 6. Pioneer Day (July 24)

SUBJECT: HOURS OF WORK—EDUCATION SUPPORT PROFESSIONALS

- 7. [Labor Day](#)
 - 8. [Fall Break](#)
 - 9. [Winter Break](#)
- L. Flexible work hours may be established for education support professionals if flexible work hours do not impede a department's ability to provide necessary services or they adversely affect department morale. Requests for flexible work hours will be submitted to the department supervisor who will submit the request to the appropriate Administrator for Cabinet approval. Requests for flexible work hours must be applied for and approved at the Cabinet level annually.
- M. Education support professionals may not perform work for or receive compensation from another employer during contract time with Jordan School District.
- N. The following disciplinary action shall be taken against employees who do not follow the above procedures:
- 1. The immediate supervisor will confer with the employee.
 - 2. Reprimand shall be entered on the employee's personnel file.
 - 3. A five (5) day suspension without pay may be imposed in the next pay period.
 - 4. A second disregard of policy and/or procedure may result in immediate termination.

Revision history: 6/10/14

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

SUBJECT: VACATION SCHEDULE FOR TWELVE-MONTH PERSONNEL

I. Board Directive

The Board of Education recognizes the need for all 12-month employees to have a vacation from their regular assigned positions. All personnel who are employed full-time on a 12-month basis are eligible to participate in the vacation program. The Board delegates responsibility for administering the vacation policy to the District Administration.

II. Administrative Policy

The following administrative policy provisions shall be used for administering the vacation policy:

- A. All vacations will be determined from July 1 to June 30 of each contract year. New employees will have vacation allowance prorated at the rate of .83 days per month and will be eligible to take such accrued vacation after the next June 1. New employees must work ten (10) or more days in order to accrue any vacation allowance during the first month of employment. No vacation time will be allowed before the vacation days have been earned.
- B. Vacation days may not be accumulated from one year to the next. However, vacation days allowed for the following year may be used beginning June of the current year with approval of the immediate supervisor and department director. Unused vacation days allowed for the previous year may be used through December 31 of the current year with approval of the immediate supervisor and department director. ~~However, vacation days allowed for the current and/or previous year may be taken during June, July, August and September through with approval of the immediate supervisor and department director.~~ After ~~September 30~~ December 31, the vacation allowance may not exceed the days accrued for the current year.
- C. Vacations are to be scheduled at times that are best for the District and the employee. Generally, vacations are to be scheduled during off-peak work seasons. Any special considerations must be approved by the immediate supervisor. Employees must present written vacation plans to the immediate supervisor for approval in advance.
- D. The length of vacation is figured on the number of years of continuous contract service in the District. For purposes of computing movement on the vacation schedule, employees hired prior to January 1 will be credited with a full year's employment for the first contract year. Those hired after January 1 will not receive vacation credit for the first year. (Placement on the salary schedule has no relation to vacation allowance.)
- E. Vacation Schedule

Continuous Contract Service as of July 1	Vacation Days Accrued
1 Month	1 Day
2 Months	2 Days
3 Months	3 Days
4 Months	3 Days
5 Months	4 Days
6 Months	5 Days
7 Months	6 Days
8 Months	7 Days
9 Months	8 Days
10 Months	8 Days
11 Months	9 Days

SUBJECT: VACATION SCHEDULE FOR TWELVE-MONTH PERSONNEL

1 to 3 Years	10 Days
4 to 5 Years	11 Days
6 to 7 Years	12 Days
8 to 9 Years	13 days
10 to 12 Years	15 days
13 Years	16 days
14 Years	17 days
15 Years	18 Days
16 Years	19 Days
17 Years and beyond	20 Days

JORDAN SCHOOL DISTRICT

Statement of

P O L I C Y

TENTATIVE

Number - DP344

Effective - 9/25/79

Revision - 5/23/17

Reviewed- 5/28/13

Page - 3 of 2

SUBJECT: VACATION SCHEDULE FOR TWELVE-MONTH PERSONNEL

Revision history: 9/13/88, 3/31/15