

**JORDAN SCHOOL DISTRICT
&
Jordan Education Association**

Licensed Negotiated Agreement

2024-25

Negotiations Team

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
Carol Ramsay	Silver Crest Elementary School
Erik Wieben	Sunset Ridge Middle School
Melissa Brown	Riverton High
Kristi Critchlow	UniServ Director

Jordan School District Board of Education

Tracy J. Miller	President, Precinct 3
Niki George	1st Vice President, Precinct 6
Darrell Robinson	2nd Vice President, Precinct 1
Brian Barnett	Member, Precinct 2
Lisa Dean	Member, Precinct 7
Bryce Dunford	Member, Precinct 5
Marilyn Richards	Member, Precinct 4

**Licensed Negotiated Agreement
Final & NEG Policies
2024-2025**

**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:

Compensation:

- 1) Salary Level increases (previously “steps”) will be given for licensed employees for the 2024-25 school year. Additionally, the distance between each salary level on the salary schedule will be increased from \$875 to \$900.
- 2) Continuing Education Advancement (previously “lanes”) will be given for qualifying licensed employees for the 2024-25 school year.
- 3) All salary levels on the traditional licensed salary schedule will be increased \$1,920 so salary level one begins at \$60,400 (\$51,496 base salary and \$8,904 Educator Salary Adjustment).

Insurance:

- 4) The recommendations of the Insurance Advisory Committee are accepted. Additionally, it is agreed the District will pay for 100% of the premium increase for the Value and Star Plans and 87% of the premium increase for the Traditional Plan, the same dollar increase for all plans.

Ongoing items, reminders, from prior years:

- 5) Future insurance premium increase discussions will begin with the understanding that 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, negotiations can alter this arrangement each year, as demonstrated this year.
- 6) Licensed employees who have worked for Jordan School District for 21 years or more as a licensed employee will receive an additional salary level increase of \$875 (now \$900). These years do not need to be consecutive years and leave of absence shall not count against these years.
- 7) Paid Professional Hours for Educators will be paid in May 2025 in accordance with 2022 HB396 for a percentage (dependent on the funding provided to the District from the State) of

their hourly rate up to 32-hours of performed activities allowable under Utah Code 53F-7-202.

Policy Revisions:

As per District Policy A6NEG Negotiations – Licensed, 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 2024-2025 school year.

- a. DP324NEG Sick Leave – Licensed revised to:
 - Add a statement at the beginning of the policy to reflect the purpose of sick leave
- b. DP336NEG Leave of Absence (1 Year) – Licensed
 - Change policy language to indicate application is submitted over Skyward Employee Access and remove phrasing referencing paper form submission

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: Tracy J. Miller
Tracy Miller, President

Dated: 5-28-24

JORDAN EDUCATION ASSOCIATION

By: Janet Sanders
Janet Sanders, JEA President

Dated: 5-28-2024

Teacher Salary Schedule

(C Schedule) Traditional (187 Days – 8 Hours/Day)

August 12, 2024 – June 9, 2025

Salary Level	Base Pay	Educator Salary Adjustment*	Lane Z Annual Salary
1	\$51,496	\$8,904	\$60,400
2	\$52,396	\$8,904	\$61,300
3	\$53,296	\$8,904	\$62,200
4	\$54,196	\$8,904	\$63,100
5	\$55,096	\$8,904	\$64,000
6	\$55,996	\$8,904	\$64,900
7	\$56,896	\$8,904	\$65,800
8	\$57,796	\$8,904	\$66,700
9	\$58,696	\$8,904	\$67,600
10	\$59,596	\$8,904	\$68,500
11	\$60,496	\$8,904	\$69,400
12	\$61,396	\$8,904	\$70,300
13	\$62,296	\$8,904	\$71,200
14	\$63,196	\$8,904	\$72,100
15	\$64,096	\$8,904	\$73,000
16	\$64,996	\$8,904	\$73,900
17	\$65,896	\$8,904	\$74,800
18	\$66,796	\$8,904	\$75,700
19	\$67,696	\$8,904	\$76,600
20	\$68,596	\$8,904	\$77,500
21	\$69,496	\$8,904	\$78,400
22	\$70,396	\$8,904	\$79,300
23	\$71,296	\$8,904	\$80,200
24	\$72,196	\$8,904	\$81,100
25	\$73,096	\$8,904	\$82,000
26	\$73,996	\$8,904	\$82,900
27	\$74,896	\$8,904	\$83,800
28	\$75,796	\$8,904	\$84,700
29	\$76,696	\$8,904	\$85,600
30	\$77,596	\$8,904	\$86,500
31	\$78,496	\$8,904	\$87,400
32	\$79,396	\$8,904	\$88,300
33	\$80,296	\$8,904	\$89,200
34	\$81,196	\$8,904	\$90,100
35	\$82,096	\$8,904	\$91,000
36	\$82,996	\$8,904	\$91,900
37	\$83,896	\$8,904	\$92,800
38	\$84,796	\$8,904	\$93,700
39	\$85,696	\$8,904	\$94,600
40	\$86,596	\$8,904	\$95,500
41	\$87,496	\$8,904	\$96,400
42	\$88,396	\$8,904	\$97,300
43	\$89,296	\$8,904	\$98,200
44	\$90,196	\$8,904	\$99,100
45	\$91,096	\$8,904	\$100,000

New-Hire Placement (1 st 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

Associate or Alternative Level License	
License	Maximum Level Increase
Associate or Alternative Level License	4

After initial placement, underqualified educators may only advance one level per year (based on negotiations) to the maximum listed above, until receiving a professional license.

NOTES:
1) Educators with a current educator 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 Code 53G-11-518, an employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is at the lowest level of an evaluation instrument.
4) Per Utah Code 53F-2-405, the Educator Salary Adjustment* may not be awarded if an educator has received an unsatisfactory rating on the educator's three most recent evaluations.
5) The difference between steps is \$900.
6) Licensed employees will receive an additional salary level increase beginning with their 21 st year as a licensed employee. These years do not need to be consecutive years and a leave of absence shall not count against these years.

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

SUBJECT: LEAVE OF ABSENCE (1 YEAR)—LICENSED

I. Board Directive

The Board recognizes that there are times when employees could benefit from a year's leave of absence. This leave could be used for any purpose which is substantially different from the employee's current job assignment or duties but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah. A leave of absence of up to one (1) year may be granted upon recommendation of the employee's supervisor and approval by the Human Resources Department.

II. Administrative Policy

The following administrative policy provisions shall be followed in implementing Board directive:

- A. Requests for a leave of absence must be submitted [through Skyward Employee Access using the ~~on the Request for Leave of Absence \(1 Year\) -Licensed~~ form](#) ~~to the immediate supervisor~~ at least thirty (30) days prior to the date of the anticipated leave. All designated information must be provided. The leave cannot extend beyond one (1) contract year.
- B. Employees will not receive salary or fringe benefits while on leave of absence. Health and accident insurance may be purchased through the district under the COBRA option. The cost will be 102 percent of the established premium rate.
- ~~C. The immediate supervisor will recommend approval of the request and submit in writing both his/her recommendation and the employee's request to the Human Resources Department for District approval.~~
- ~~CD.~~ The employee [and his/her immediate supervisor](#) will be notified in writing of [the approval or denial](#) of the leave [request](#). ~~The~~ [and employee](#) will be invited to the Teacher Transfer Fair to seek an available position for which he/she is qualified and licensed.
- ~~DE.~~ If the employee is unable to secure a teaching position through the Teacher Transfer Fair or during the transfer window, he/she will be placed in the first available position for which he/she is qualified and licensed.
- ~~EF.~~ This leave shall not apply to provisional employees in their first and second years of employment, except in cases of illness or injury.
- ~~FG.~~ This leave will not be granted in successive years.
- ~~GH.~~ On a ~~by-case~~ case basis, as determined by the Administrator of Human Resources, an employee may apply to substitute.
- ~~HI.~~ This leave does not provide experience credit for salary placement or change from provisional status.

JORDAN SCHOOL DISTRICT

Statement of

P O L I C Y

Number - DP336 NEG

Effective - 5/15/79

Revision - 12/12/17

Reviewed - 4/26/13

Page - 2 of 1

SUBJECT: LEAVE OF ABSENCE (1 YEAR)—LICENSED

Revision History: 9/8/09

Cabinet Review History: 7/17/15

SUBJECT: SICK LEAVE—LICENSED

I. Board Directive

It is the policy of the Board to authorize paid sick leave benefits for licensed personnel who work 20 hours per week or more and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to Policy DP322 NEG- Family Medical Leave Act.

II. Administrative Policy

A. Purpose

1. Sick leave is intended for use by the employee only for personal health-related absences, except as outlined below under critical family care. Annual leave should be used for non-critical care of an ill family member.

~~A.~~B. Definitions

1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee’s home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
 - a. A resignation or retirement constitutes a “break in service.”
 - b. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
 - c. District seniority will be based on the new continuous service date.
 - d. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.
3. Sick Leave Review Committee
 - a. The group organized to review sick bank requests and cases of suspected sick leave abuse.
 - b. Shall be composed of at least one of the Human Resource administrators, the Human Resource Generalist, and two members appointed by the president of the licensed employee agent.
 - c. Sick Leave Review Committee members must sign a confidentiality agreement to protect employees’ medical information and confidentiality.

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

~~B.~~C. Sick Leave Accumulations

1. Sick leave accumulations are based on unused annual leave. See Policy [DP335 NEG Annual Leave - Licensed](#) for annual leave details.

SUBJECT: SICK LEAVE—LICENSED

2. Annual leave does not need to be exhausted before sick leave can be used.

3. Maximum accumulations:

179 and 187-day contracts (9 month) 180 days

245-day contracts (12 month) 240 days

~~C~~D. Sick Leave Benefits During Approved Absences

1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
2. Employees returning from authorized leaves shall receive accumulated sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

~~D~~E. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of fifteen (15) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request in writing by applying online via Employee Access.
4. Employees may not apply for critical family illness benefits until five (5) annual leave days have been used.
5. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to fifteen (15) additional days.
6. If additional days are granted, 50% of the daily rate of a licensed employee on salary level one shall be deducted from the educator's pay for each additional day of leave.

~~E~~F. Use of Sick Leave for Adoption

1. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time of actual custody of the child.
2. Any additional leave must fall under the policy provisions of [DP322—Family Medical Leave Act](#).

SUBJECT: SICK LEAVE—LICENSED

F.G. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
2. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day on the day of the absence. A supervisor may require additional notification.
3. If a substitute must be hired, the employee shall enter the request into Frontline (formerly known as AESOP) at least one hour prior to the start of his/her contract day on the day of the absence.
4. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.
5. Employees absent in excess of (5) days for the same medical reason may be subject to the parameters of FMLA and may prompt contact with the Human Resource Generalist.

G.H. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Committee to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Committee.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
 - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
 - b. The employee shall be suspended for five (5) days without pay during the next pay period.
 - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

H.I. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank
 - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
 - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
 - c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.
2. Use of the Sick Bank
 - a. The purpose of the sick bank is to support employees in time of personal medical

SUBJECT: SICK LEAVE—LICENSED

need. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.

- b. Medically documented intermittent leave for long-term illness may be approved.
- c. Days from the sick bank shall be granted to eligible employees only after all accrued sick leave and annual leave days have been used.
- d. Employees will be required to sign a release of medical information when making application to the sick bank.
- e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)
- f. Annual sick bank days used in a year shall not exceed annual sick days donated by participating employees in that year.

3. Sick Bank Allowances

- a. First or second year employees shall be allowed up to 10 days from the sick bank at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 13 days of accumulated leave at the beginning of the long-term absence
 - 1) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant second year employees up to 30 additional days of sick bank after all previous sick bank days provided in section a. have been exhausted. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
- b. Third year employees shall be allowed up to 40 sick bank days at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence.
 - 1) After all sick bank days allowed according item b. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
 - 2) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the previous sick bank days provided in section b. have been exhausted. Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
- c. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at

SUBJECT: SICK LEAVE—LICENSED

the beginning of the long-term absence. (A maximum of 15 days will be deducted.)

4. Sick Bank Limitations

- a. Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
- b. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- c. A second opinion may be required with any costs not covered by insurance borne by the District.
- d. When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.
- e. Under catastrophic conditions, employees may appeal to the Sick Bank Review Committee for a waiver of pay loss provisions. The Committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Bank Review Committee is provided.

Revision history: 6/10/08, 8/11/09, 5/28/15, 5/8/18, 8/11/20