

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

**Classified Negotiated Agreement**

**2019-20**

**Negotiations Team**

Jen Atwood	Member, Board of Education
Anthony Godfrey, Ed.D.	Associate Superintendent
John Larsen, CPA	Business Administrator
June LeMaster, Ph.D.	Administrator of Human Resources
Robert Conder	President, JESPA, Facility Services
Elma Scheid	District Administrative Assistant, Nutrition
Tammy Horger	Coordinator, Nutrition Services
David Bullock	Project Coordinator, Facility Services
Kevan Sprague	Head Custodian, Mountain Ridge High
Barry Paulsen	Bus Driver, Transportation

**Jordan School District Board of Education**

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

**Classified Negotiated Agreement  
Final & NEG Policies  
2019-20**

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

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

- 1) Steps will be given for all educational support professional employees for the 2019-20 school year.
- 2) A cost of living adjustment of 4.5% will be added to all steps for educational 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 2019-20 contract year.
- 4) The Facility Rental Guidelines and Fee Schedule will be rewritten to reflect that whenever an educational support professional works a facility rental occurring on a holiday or Sunday, that educational support professional will be paid time and a half and the renter will pay an additional amount to compensate for the increase.
- 5) JESPA and the District support a unified tracking system of compensatory time earned and used District wide. To that end, new abilities were programmed in Skyward's Employee Access to do this. Both JESPA and District support the implementation of this new process.
- 6) DP434 NEG will be rewritten to:
  - a. Change the timeframe when compensatory time can be taken from one successive pay period to two successive pay periods; and
  - b. Indicate that compensatory time earned must be pre-approved by the employee's supervisor; and
  - c. Indicate that compensatory time earned and used must be recorded and tracked in Skyward's Employee Access; and
  - d. Clarify that hourly employees are to submit their time in Skyward's True Time system while benefited employees are to submit time off in Skyward's Employee Access.
- 7) DP330B NEG will be rewritten to:
  - a. Allow exceptions to the use of bereavement after fourteen days since date of passing with verification and Cabinet approval; and

- b. Indicate that bereavement leave should be entered into Skyward's Employee Access and if a substitute is needed into the Absence Management system; and
- c. Indicate that when an employee is utilizing bereavement leave they should indicate the relationship to the deceased, the date of death, and location of services.

JORDAN SCHOOL DISTRICT  
BOARD OF EDUCATION

By:   
Bryce Dunford, BOE President

Dated: 6-7-2019

JORDAN EDUCATION SUPPORT  
PROFESSIONALS ASSOCIATION

By:   
Robert Conder, JESPA President

Dated: 6-4-2019

**JORDAN SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2019 / 2020**

STEP	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8	LANE 9	LANE 10	STEP
1	12.54	13.43	15.07	16.65	17.85	18.90	19.81	20.94	22.28	24.40	1
2	12.84	13.77	15.47	17.06	18.31	19.40	20.31	21.47	22.86	25.03	2
3	13.18	14.11	15.84	17.49	18.77	19.88	20.84	22.04	23.43	25.70	3
4	13.50	14.48	16.26	17.95	19.26	20.38	21.37	22.59	24.04	26.35	4
5	13.84	14.82	16.66	18.41	19.73	20.91	21.92	23.17	24.66	27.02	5
6	14.18	15.20	17.08	18.87	20.25	21.44	22.48	23.77	25.29	27.72	6
7	14.54	15.59	17.51	19.34	20.76	22.00	23.06	24.37	25.95	28.44	7
8	14.90	15.98	17.96	19.84	21.30	22.56	23.66	25.01	26.62	29.19	8
9	15.27	16.39	18.42	20.35	21.86	23.14	24.25	25.67	27.30	29.94	9
10	15.64	16.79	18.89	20.87	22.40	23.74	24.89	26.33	28.02	30.70	10
11	16.05	17.23	19.37	21.40	22.99	24.34	25.54	27.00	28.74	31.52	11
12	16.46	17.65	19.87	21.97	23.58	24.98	26.18	27.70	29.49	32.33	12

STEP	LANE 11	LANE 12	LANE 13	LANE 14	LANE 15	LANE 16	LANE 17	LANE 18	LANE 19	LANE 20	STEP
1	25.18	26.54	29.10	30.70	32.47	34.29	36.21	38.27	40.43	42.72	1
2	25.84	27.22	29.86	31.51	33.30	35.17	37.16	39.26	41.48	43.84	2
3	26.52	27.92	30.63	32.33	34.18	36.08	38.12	40.28	42.55	44.99	3
4	27.19	28.65	31.43	33.18	35.06	37.03	39.12	41.35	43.67	46.18	4
5	27.88	29.40	32.25	34.04	35.99	38.00	40.15	42.44	44.82	47.38	5
6	28.62	30.15	33.10	34.93	36.93	39.00	41.21	43.55	46.00	48.62	6
7	29.37	30.94	33.95	35.83	37.88	40.02	42.29	44.69	47.20	49.91	7
8	30.12	31.74	34.84	36.78	38.87	41.08	43.40	45.85	48.46	51.24	8
9	30.91	32.57	35.75	37.75	39.90	42.14	44.54	47.07	49.73	52.57	9
10	31.71	33.41	36.68	38.73	40.93	43.25	45.71	48.29	51.03	53.95	10
11	32.53	34.30	37.64	39.73	42.02	44.38	46.92	49.57	52.38	55.39	11
12	33.38	35.19	38.62	40.77	43.12	45.55	48.14	50.88	53.75	56.83	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.

**JORDAN SCHOOL DISTRICT**  
**Facility Rental Guidelines DRAFT**

- The District Facilities Scheduler will deny requests that would disrupt regular programs, or threaten damage to the facility or grounds.
- District personnel cannot be compelled to work on Sundays or holidays for school rentals. Therefore, Sunday and holiday rentals are strongly discouraged.
- If classified staff are asked and agree to work a rental on a holiday or a Sunday, they will be compensated at a rate of time and one-half. In this case, the renter will be required to pay an additional \$10 per hour on top of the approved personnel hourly rate.
- Because of the time commitment required of District staff and the limitations placed on school use of the building, on-going rentals will also be discouraged.
- Computer labs, tech labs and shops and specialty equipment are not to be rented.
- Elementary and middle school grounds close at 10:00 pm. High school grounds close at midnight. All District policies, state and local laws will be enforced.
- Authorized Jordan School District personnel only may operate school power equipment.
- Supplies or equipment belonging to the school or its students may not be removed from the premises.

**Utah State Codes**

All state and local laws will be enforced at school facilities (not limited to those listed below). Utah Codes can be found at: <http://le.utah.gov>

**53A-3-413. Use of public school buildings and grounds as civic centers.**

- (1) As used in this section, "civic center" means a public school building or ground, including a charter school building or ground, that is established and maintained as a limited public forum for supervised recreational activities and meetings.
- (2) Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
- (3) The use of school property as a civic center:
  - (a) may not interfere with a school function or purpose; and
  - (b) is considered a permit for governmental immunity purposes for a governmental entity under Subsection 63G-7-201(4)(c).
- (4) The organizer of an event may not use a civic center unless the organizer resides within the geographic boundaries of the school district in which the civic center is located.

**53A-3-414. Local school boards' responsibility for school buildings and grounds when used as civic centers.**

- (1) As used in this section, "civic center": means the same as that term is defined in Section 53A-3-413.
- (2) A local school board or charter school governing board:
  - (a) shall manage, direct, and control civic centers under this chapter;
  - (b) shall adopt policies for the use of civic centers;
  - (c) may charge a reasonable fee for the use of a civic center so that the school district or charter school incurs no expense for that use;
  - (d) may appoint a special functions officer under Section 53-13-105 to have charge of the grounds and protect school property when used for civic center purposes;

**JORDAN SCHOOL DISTRICT  
Fee Schedule – Building Rental**

**DRAFT**

	Category 1	Category 2	Category 3	Category 4
<b>Auditorium</b>				
Middle	No Charge	No Charge	\$50/hour	\$350/hour
Middle Kiva/Little Theatre	No Charge	No Charge	\$45/hour	\$350/hour
High	No Charge	No Charge	\$75/hour	\$350/hour
<b>Media Center</b>				
Elementary	No Charge	No Charge	\$30/hour	\$350/hour
Middle	No Charge	No Charge	\$45/hour	\$350/hour
High	No Charge	No Charge	\$65/hour	\$350/hour
<b>Gym or Tech Atrium</b>				
Elementary Gym	No Charge	No Charge	\$30/hour	\$200/hour
Middle Gym	No Charge	No Charge	\$45/hour	\$350/hour
High Gym	No Charge	No Charge	\$65/hour	\$350/hour
High Auxiliary Gym or Tech Atrium	No Charge	No Charge	\$45/hour	\$300/hour
<b>Dance/Wrestling Room</b>				
Middle	No Charge	No Charge	\$60/hour	\$150/hour
High	No Charge	No Charge	\$60/hour	\$150/hour
<b>Classroom</b>				
Elementary	No Charge	No Charge	\$20/hour	\$100/hour
Middle	No Charge	No Charge	\$20/hour	\$100/hour
High	No Charge	No Charge	\$20/hour	\$100/hour
<b>Commons Area</b>				
All schools	No Charge	No Charge	\$30/hour	\$200/hour
<b>Kitchen (Lunch Manager required)</b>				
Elementary	No Charge	No Charge	\$45/hour	\$150/hour
Middle	No Charge	No Charge	\$45/hour	\$150/hour
High	No Charge	No Charge	\$45/hour	\$150/hour
<b>Cafeteria</b>				
Elementary	No Charge	No Charge	\$45/hour	\$150/hour
Middle	No Charge	No Charge	\$45/hour	\$150/hour
High	No Charge	No Charge	\$45/hour	\$150/hour
<i>Computer labs, tech labs, shops, weight rooms and speciality equipment, etc. are not to be rented.</i>				
<b>Equipment</b>				
Misc. Equipment (as available)	No Charge	No Charge	\$25/hour	\$25/hour
Sound system, or audio/visual	No Charge	No Charge	\$25/hour	\$25/hour
Piano (upright)	No Charge	No Charge	\$60	\$60
Piano (baby grand)	No Charge	No Charge	\$100	\$100
<b>Personnel</b>				
Additional custodian		\$35/hour	\$35/hour	\$35/hour
Each adult supervisor/technician		\$35/hour	\$35/hour	\$35/hour
Each Lunch Manager		\$35/hour	\$35/hour	\$35/hour
Each student technician		\$35/hour	\$10/hour	\$10/hour

\*Large set up and clean up requirements will incur additional personnel time.

\*Rentals that occur during closed hours will be assessed for custodial support for all hours of use, plus a minimum of 1 additional hour for set up and clean up.

\*An additional \$10 per hour will be added to Custodial, and Supervisor/Technician for Holiday and Sunday rentals.

**JORDAN SCHOOL DISTRICT  
 Fee Schedule – Stadium / Artificial Turf Field  
 Rental Fees and Terms **DRAFT****

High school stadium/artificial turf fields are available to rent for Category 3 users only.

**Category 3: Charitable or non-commercial organizations from within Jordan School District boundaries, non-profit events, Special Event Partnerships.**

Facilities may be rented for non-profit events, including non-curricular student club use, and community, county and municipal recreation programs, etc.

Stadium/artificial turf field rentals are subject to all applicable Utah State Codes, Jordan School District Policies and Facility Rental Guidelines. **An additional \$10 per hour will be added to Custodial, Technician, or Supervisor for Holiday and Sunday rentals.**

**Stadium/Field Rental Fee:** \$150/hr. This includes stadium, artificial turf field and restrooms. *Ticket booths, concession booths and locker rooms are not available.*  
 \$50/hr. *Jordan School District high school clubs only.*

**Stadium lights:** \$25/hr.

**Sound System, Scoreboard & Press Box:** \$25/hr.  
 A Jordan School District technician must be hired to operate sound system, scoreboard and light equipment.

**Each Technician:** \$35/hr. **Required** for use of sound system, scoreboard and light equipment.

**Each Custodian:** \$35/hr., as per agreement between school, Facility Scheduling Office and renter.

**Recommended number of custodians needed, based on crowd size:**

200 people or less	1 Custodian
200-400	2 Custodians
400-1,000	3 Custodians
Full Stadium	4 Custodians (minimum)

**Each Supervisor:** \$35/hr.

**Police Officers:** Jordan School District highly recommends that the renter contract with the local police department to provide security at competition events. Police department will dictate the hourly rate and number of officers required based on crowd size and type of event.



# DP343 NEG – Hours of Work—Classified

- Effective: 6/22/1976
- Revision: 6/10/2014
- Reviewed: 6/25/2013

**DRAFT**

## I. **Board Directive**

Jordan School District will comply with federal law in relation to hours of work for all classified personnel. 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 classified employees begins Monday at 12:01 a.m. and ends Sunday night at midnight.
- B. The maximum workweek by full-time classified employees at their regular rate of pay shall be forty (40) hours.
- C. Classified employees who fall under the guidelines of the Fair Labor Standards Act (personnel included on the classified 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 the ~~same or the 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 classified employees 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



# DRAFT

- 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) classified employees shall track all leave time (hours not worked) using Skyward Employee Access. Each classified employee shall complete a weekly time sheet which will indicate the number of hours worked each day of that workweek. The time sheet shall be signed by the employee and his/her principal or director and shall be maintained by the department supervisor.
- F. All hourly (non-contract/non-benefit eligible) classified employees 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 classified director or supervisor.
- H. A duty-free lunch period shall be provided for all classified 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. Classified employees 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.

# DRAFT

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. Classified employees 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. July 4
  2. July 24
  3. Thanksgiving Day
  4. Christmas Day
  5. New Year's Day
  6. Easter
- K. Flexible work hours may be established for classified employees 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.
- L. Classified personnel may not perform work for or receive compensation from another employer during contract time with Jordan School District.
- M. 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.

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SUBJECT: BEREAVEMENT LEAVE—CLASSIFIED

**I. Board Directive**

It is the directive of the Board to allow employees who qualify for benefits to receive released time with pay for bereavement in the case of the death of a member of the immediate family. The Board delegates the responsibility for implementing policy regarding bereavement leave for classified employees.

**II. Administrative Policy**

The Bereavement Leave Policy shall be administered in accordance with the following administrative policy provisions:

- A. Employees shall be granted up to eight (8) days absence without pay deduction in the event of the death of a spouse, daughter, son, step-daughter or step-son. This would also include any other person residing in the home who may have assumed the role of daughter or son.
- B. Employees shall be granted up to three (3) days absence without pay deduction in the event of the death of the employee's or spouse's parent, step-parent, brother, sister, grandfather, grandmother, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or other person residing in the employee's home. Verification of family relationship may be requested.
- C. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
- D. Bereavement Leave is provided only for the death of individuals listed under items A. and B. and must be taken within fourteen (14) calendar days of the individual's death. Exceptions require verification and Cabinet approval. Employees who request to take additional leave days or who need to miss work because of the death of an individual not covered in this policy should refer to DP335B NEG —Personal Leave.
- E. Bereavement leave for part-time employees shall be prorated according to the percentage of a full-time contract; e.g., an employee on a 30-hour contract would be eligible for eight (8) six- (6) hour days for the death of individuals listed in items A. and B.
- F. If the death of an employee's parent results in the loss of the only remaining parent, up to three (3) days may be taken to deal with estate issues. The three (3) additional days must be taken within one (1) calendar year of the parent's death.
- G. Employees shall enter their bereavement leave absence in Employee Access and in Absence Management (formerly known as AESOP), if a substitute is needed. Bereavement leave requests should include the relationship to the deceased, date of death and location of services.

Review History: 6/14/05, 7/12/11, 4/26/13, 6/10/14

Revision History: 7/12/11