

MOU
#880419

JORDAN SCHOOL DISTRICT
Dr. Barry L. Newbold, Superintendent of Schools

Jordan Education Association / NEA
Negotiations Proposals
1997-98

SALARY

3,250 teachers

1. **Salary Settlement** 2.932%
It is agreed that for the 1997-98 school year the salary schedule will be increased by 2.932%.
2. **Increments, Longevity, Retirement and Lane Changes** 2.179%
(See Attachment #1)

It is agreed that the increment and lane change salary categories will be funded as follows:

Regular Increments	1.492%
Longevity Increments 17/25	.143%*
Retirement (HB006)	.170%
Lane Changes	.374%

*The JEA and the District agree to fund the longevity increments by taking 0.068% from monies negotiated during the 1996-97 settlement and which were to be applied to DP321—Early Retirement Incentive during the 1997-98 contract year and by the district contributing 0.075% from the district fund balance. It was further agreed that longevity increments will be included as part of the regular increments beginning in 1998-99.

BENEFITS

1. **Health and Accident Insurance** 1.821%
It is agreed that the current level of health, accident, life, and other insurance coverages will be maintained without additional cost to the employee.
2. **Insurance Reserve Account** 0.188%
(See Attachment #2)

It is agreed that the costs for the following items will continue to be funded out of the Insurance Reserve Account for the 1997-98 year, but that these items will be moved incrementally into the appropriate

X-6/30/98

program areas in order to maintain the integrity of the fund balance (a proposed \$1,000,000 minimum) in the insurance reserve account:

Activities Differential	0.028%
Track Change Stipend	0.013%
Retirement Incentive—Certificated	0.009%
15 Year Eligibility—Early Retirement	0.004%
Years of Service—\$75	0.016%
Elementary Planning Time Grants	0.118%

POLICY ISSUES

1. **Teacher Transfers and Reduction in Force—DP304NEG (Revised)**
(See Attachment #3)

It is agreed to amend the Teacher Transfer and Reduction in Force policy DP304NEG to provide for the following: (1) allow current employees to submit transfer requests for vacancies until July 1 in year-round schools and until 10 working days prior to the new teacher orientation in traditional schools, (2) make transfer request forms available at the school or the district Personnel Office, (3) require that principals interview at least two qualified transfer candidates, if available, (4) ensure that candidates interviewed for a position, but not offered the position will be notified in writing, and (5) editorially separate the Involuntary Transfers portion of the policy into two sections—one dealing with Involuntary Transfers which result from a reduction in staff, and two an Involuntary Transfer section which is based on administrative issues or needs.

2. **Provisional and Probationary Certificated Personnel—DP313 (Revised)**
(See Attachment #4)

It is agreed to amend the Provisional and Probationary Certificated Personnel policy DP313 to include the provision that a mentor shall be assigned to assist a provisional educator become informed about the teaching profession and that this assignment will take place at the beginning of the contract year.

3. **Retirement—Certificated—DP319NEG (Revised)**
(See Attachment #5)

It is agreed to amend the Retirement—Certificated policy DP319NEG to include unused "alternative leave days" as days for which employees are eligible to be compensated when they retire. The policy was also amended to clarify the effective date of the health and accident insurance schedule for retirees.

4. **Sick Leave (Certificated)—DP324NEG (Revised)**
(See Attachment #6)

It was agreed to amend the Sick Leave (Certificated) policy DP324NEG to allow sick leave in accordance with the following schedule:

Years 1 and 2	10 days per year
Years 3 through 5	12 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

The Emergency Leave provision of the policy was deleted, but a provision was added that allows a certificated employee to use up to three days per year of their own accumulated sick leave to attend to the health care needs of family members.

5. **Bereavement Leave—DP330NEG (Revised)**
(See Attachment #7)

It was agreed to amend the Bereavement Leave policy DP330NEG to provide that an employee may be granted up to three days absence without pay deduction in the event of the death of a son-in-law or daughter-in-law. An Alternative Leave Day is referenced in the policy and provides a way for employees to must miss work because of the death of an individual not covered under the Bereavement Leave policy.

6. **Personal Leave (Certificated)—DP335NEG (Revised)**
(See Attachment #8)

It was agreed to amend the Personal Leave—Certificated policy DP335NEG to increase the number of allowed personal leave days per year from one (1) to two (2). It was also agreed to base the number of employees who can take personal leave the day before or after a school holiday, without pay deduction, on the formula of one personal leave day for each 200 employees. The policy also provides that personal leave days may not be used during parent/teacher conferences.

7. **No Absence Incentive (Certificated)—DP354NEG (Revised)**
(See Attachment #9)

It was agreed to change the subject designation of the No Absence Incentive (Certificated) policy DP354NEG to Low Absence Incentive—Certificated and to delete the reference to emergency leave.

8. **Alternative Leave Day—DP370NEG**
(See Attachment #10)

It was agreed that a new policy allowing an Alternative Leave Day—DP370NEG would be adopted which provides certificated employees an alternative leave day each year. The conditions associated with alternative leave days include the requirement that employees using the leave must pay the cost of a long-term substitute for the day used, that the leave is non-accumulative, that one day notice must be given of the intent to take alternative leave, and that there are certain days during the year when alternative leave will not be allowed.

GUIDELINE CHANGES

1. Placement and Assignment of Teachers
(See Attachment #11)

It was agreed that the following statement will be included as guideline number five in the Teacher Assignment section of the Year-Round Operations Manual and that principals will be inserviced regarding this change:

“Principals should be sensitive to the issue of grade level assignment changes and the impact it may have on a staff member. Principals should counsel with teachers one-on-one when it becomes necessary to change a grade level assignment and, except in unusual circumstances, provide the reason(s) for the assignment change. Whenever possible, adequate notice should be provided so that the teacher can make application for transfer to another school, if desired.”

2. Personnel Files
(See Attachment #12)

It is agreed that guidelines reflecting the following will be jointly developed by the JEA and the district Personnel Department regarding employee files:

Certificated Employee Personnel Files

•The official personnel file is the file maintained in the district Personnel Office

Special “Personnel Files” (School Files)

- Special personnel files (School Files) may be kept in the schools
- A certificated employee shall have the right to respond in writing to any material in his/her file and to have the response attached to the original
- A certificated employee may petition to have material removed from his personnel file or school file. The school principal shall make decisions regarding requests to remove material from the school file. The assistant superintendent of Human Resources shall make decisions regarding requests to remove material from the district maintained personnel file.

COMMITTEES

1. Middle School Issues Committee
(See Attachment #13)

It is agreed that the Jordan School District administration and the JEA will establish a committee to address issues involving middle school education. The committee shall be an on-going committee and shall include four (4) middle school teachers appointed by the JEA and four (4) middle school principals or assistant principals

appointed by the administration. Co-chairs (one teacher and one principal) are to be elected during the first meeting of the committee and the committee is to make an annual report to the superintendent and the District Advisory Council on or before February 1 of each year. A non-voting staff liaison person may be designated by the administration and one by the JEA to facilitate the work of the committee. Non-voting liaisons are not eligible to chair the committee.

2. **Year-Round Education Committee**

(See Attachment #14)

It is agreed that the Jordan School District administration and the JEA will establish a committee to address issues related to year-round education. The committee is to be on-going and shall include four (4) year-round educators appointed by JEA and four (4) year-round elementary principals appointed by the administration. Co-chairs (one teacher and one principal) are to be elected during the first meeting of the committee and the committee is to make an annual report to the superintendent and the District Advisory Council on or before February 1 of each year. A non-voting staff liaison person may be designated by the administration and one by the JEA to facilitate the work of the committee. Non-voting liaisons are not eligible to chair the committee.

TOTAL PERCENTAGE

7.120%