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JORDAN SCHOOL DISTRICT  
Dr. Raymond W. Whittenburg--Superintendent of Schools

### Inter-Office Communication

REVISED

DATE: September 1, 1992  
TO: Board of Education  
FROM: Raymond W. Whittenburg  
Superintendent  
Ralph J. Haws, Administrator  
Compliance and Personnel Services

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SUBJECT: Tentative Negotiation Agreement with Certificated Employees

801-565-7100

The following items have been discussed on numerous occasions with the Certificated Association and are submitted to the Board of Education representing a tentative agreement between the two negotiation teams:

#### 1. Voluntary Transfer Policy

As you are aware, the certificated association has attempted several times to convince the Board that it is appropriate to transfer teachers mid year, or at least develop a policy that would allow them to interview for teaching assignments mid year that would be implemented at the beginning of the succeeding school year. After extensive discussion on this item, it was determined to have the Personnel Department describe the philosophy utilized in placing current employees in new assignments. A statement prepared by the Personnel Department is attached together with a summary report of the number of current employees transferred to new assignments for the 1991-92 and 92-93 School Year. Present procedures appeared to be meeting the employee needs in this area. Therefore, it was determined to continue our proactive practice of giving current employees priority consideration for new assignments when practical and possible.

#### 2. Parent Teacher Conferences

Many of the teachers are concerned about the requirement the District has had in the past that teachers must stay at school during parent teacher conference for a four-hour period regardless of whether the teachers have conferences scheduled or not. Therefore, the negotiation teams agreed to a policy that requires the teachers to remain for four hours the

first night of parent teacher conference and allows them to leave when the conferences are concluded on the second night. It is anticipated that the second night conferences will be held for about three and one-half hours (see attachment).

### **3. Back-To-School Night**

Most of our schools have a back-to-school night on an annual basis. However, several of the secondary schools, particularly the high schools, opted to eliminate the back-to-school night in favor of other alternatives. The association asked for clarification on the purpose and activities of back-to-school night. The attached statement was given to the association to clarify this issue.

### **4. Track Change Assistance Program**

The 1991-92 Negotiation Agreement stipulated that a budget of \$50,000 would be dedicated from the salary settlement to pay teachers on the day that they have to move from one classroom to another as a result of a track change. The track changes during the 1991-92 School Year did not utilize the full \$50,000. \$1,002 was carried forward. An additional \$7,000 is necessary to fully fund this program for the 1992-93 School Year. Therefore, the budget for the track change assistance program for 92-93 School Year will be \$58,000. The additional revenue has been taken from the insurance cost sharing program.

### **5. School Calendar**

Historically, the association asks for the day prior to Christmas to be a minimum school day. The administration has always resisted providing a minimum school day prior to Christmas because of the following reasons:

- a. It completely eliminates the afternoon kindergarten session on that day.
- b. It requires bus drivers to leave other employment to drive their bus on a non-scheduled day.
- c. It requires all school lunch employees to lose a day's pay or to work and prepare food which is not eaten, particularly at the secondary schools because the students do not stay on campus. Therefore, it requires schools to pay for food and labor costs.
- d. It causes a problem with working parents when the school day is changed to a minimum day. Even with advance notice, many parents do not have opportunity to arrange for appropriate care; many young children are left unattended.

Nevertheless, the administration indicated that this item would be taken to the Board for final resolve.

**6. Sick Leave--Critical Family Illness**

Most of the employees that ask to be away from their employment for an extended period of time do so because of extended family illness with a mother, father or child. There is definitely a need for the District to have a policy that will take into consideration the unique family oriented needs of our employees. A policy has been written to provide some leeway for employees and protect the District against abuse. The negotiation teams have agreed to the attached policy. If approved by the Board of Education, it is anticipated that this policy would be offered to the classified employees also. This new policy requires minor change in the Emergency Leave Policy. The minor changes are attached for your review.

**7. Personal Leave, NEG DP355**

Certificated employees are allowed to take a personal leave day before or after the holidays with a salary deduction of \$55. The purpose of the deduction was to serve as a deterrent during a phase-in period for this policy. This policy has been monitored carefully during the past three years, both prior to and after the holidays. The number of employees requesting personal leave that is prior to or following a holiday has been ranging from 1-20 employees. A revision of the current policy has been prepared eliminating the deduction for the first 15 employees requesting a day prior or after a holiday. Employees beyond the initial 15 requesting this leave must pay the deduction. These requests will be administered by the Personnel Department.

**8. Leave of Absence**

Teachers on extended contract working in year-round schools are desirous of being able to take up to 10 unpaid days each year. If you recall, the extended contract was initially implemented where all teachers were mandated to take 15 days vacation. However, because of the desire from teachers to make as much money as possible, the vacation mandate was eliminated several years ago. Now teachers are back asking for that change to be eliminated because of fatigue and potential burnout. It is felt that an unpaid leave policy for teachers on extended contracts is in the best interest of the students and employees. This allows employees on this contract to take 15 days during any three year period plus an additional 10 days each year. It is recommended that the current Leave of Absence Policy be modified to include the additional 10 days.

**9. Released-Time for the President of JEA**

The term of office for the Jordan Education Association President has been modified making it necessary to revise the District Policy A5 Neg, Release-time for the President of JEA, to incorporate the changes in JEA's president's term of office.

## 10. Activity Supervisors and Compensation

Several years ago, a negotiation agreement stipulated the point value used to compensate coaches and activity advisors in all high schools. The allocated point value was somewhat higher than other the athletic coaches. This year's negotiation agreement puts the salary of the activity coaches more in line with the athletic coaches. It is anticipated that the additional cost with this differential would be \$7,000 and would come from the Recreation Budget. Each activity advisor will get about a \$125 increase per year.

## 11. Insurance

The following modifications have been agreed to in the District's health insurance program:

- a. Health Choice becomes the primary health insurance program for the District. Employees who choose to stay with the Standard Program will be required to pay \$55 a month premium. It is anticipated that most of the employees will choose to change to the Choice Program during open enrollment.

Savings \$456,417

- b. Limit new employees to the Choice Program unless they choose to pay the \$55 a month premium for the Standard Program.

Savings \$74,186

- c. Increase the co-pay on the Choice Program from \$5 to \$10.

Savings \$467,500

- d. Eligible dependents reduced to 21 years of age. Employees will be given the option of paying a \$50 premium for those dependents for whom they are providing primary support and maintenance and/or are involved in full-time humanitarian service or a full-time student.

Estimated Savings and Premiums \$180,000

- e. Co-pay on brand prescription drugs increased to 30%. Exceptions for those brand drugs where a generic is not available and/or a doctor requires a utilization of the brand drug.

Savings \$86,491

- f. Auditing of Bills. Initiate an education program to encourage employees to audit their hospital bills. Allow employees to keep 50% of the savings up to \$250 of the savings to the plan. It is anticipated that approximately \$16,510 will be returned to employee.

Savings \$16,510

- g. Sole source for prescription drugs. (See attached summary on sole source prescription drug program.)

Savings \$303,166

- h. Implement Employee Assistance Program (EAP). The program is designed to provide employees with a wide range of services to control costs in the psychiatric social/emotional area. Mental health claims for the current year are \$1,272,693. The District can expect a 15% reduction in these costs. It is anticipated that the initial first year cost of the program will be \$137,000.

Savings \$62,904

Total projected savings to the Insurance Program is \$1,647,174. This savings represents 1.9%.

## 12. Salary

1.6% of the projected insurance costs have been reassigned to salary

This 1.6% is divided into the following categories:

1.5%	Salary
.12	Track Change and Longevity
.32	Social Security and Retirement Costs (required to support the salary and longevity increases)

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1.94%

**Summary of New Monies Required to Support the Tentative Certificated Settlement**

Insurance	1.9%	\$1,965,090
Salaries	1.5%	\$1,565,262
Track Change and Longevity	.12%	\$ 82,000
Social Security and Retirement	.33	<u>\$ 255,835</u>
<b>Sub Total</b>	<b>3.85</b>	<b>\$3,868,187</b>
Increment and Lane Change	2.25	<u>\$2,123,625</u>
<b>Total</b>	<b>6.09</b>	<b>\$5,991,812</b>