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

**Inter-Office Communication**  
*Utah State Employees Association*

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DATE: September 1, 1992  
TO: Board of Education  
FROM: Raymond W. Whittenburg  
Superintendent

Ralph J. Haws, Administrator  
Compliance and Personnel Services

SUBJECT: Tentative Negotiation Agreement with Classified Employees

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

**1. Assistant Custodians Salary Schedule**

The long-term goal of the Association is to have a salary schedule for the assistant custodians in Jordan School District that is commensurate with surrounding districts and/or at least the State. The solution to this problem requires the classified employees to commit a significant amount of new money to this one employee group. Because there is only limited monies available this year for the salary schedule, the negotiation teams agreed to postpone this item for resolve during future years. It has been determined that it will take at least three years to bring a financial solution to this matter. Therefore, the District and the Association have agreed to study some alternatives for solving this problem and develop a funding program that will be implemented over a number of years.

**2. Sick Leave**

When the current sick leave policy was developed several years ago, it was the desire of the classified association to be very restrictive with sick leave benefits for new employees. During the past two years, the administration has recommended a modification of the Classified sick leave benefits to make them more comparable with the certificated sick leave benefit. This year the Classified Association recommended approval of the same sick leave policy that the administration has been trying to get them to agree to during the previous two negotiation years. It is felt that this new policy provides classified employees with a comparable benefit with certificated employees (see attachment).

*801-565-7100*

*8/4/93*

**3. Provide Security Dispatchers with Holiday Pay**

The Security Department is having some problem in hiring substitutes for the regular dispatchers on the major holidays. It is felt that, if double pay is provided for New Year's Day, July 4, July 24, Thanksgiving and Christmas, that this problem will be resolved. The cost to fund this change is \$720.

**4. Provide One Day of Sick Leave for Hourly Classified Employees (Aides-- Assistants)**

The Board will need to determine the final resolve on this item. Historically, the administration has resisted recommending sick leave benefits for hourly employees because we have been very flexible with their time schedules allowing them to make up any time lost so they don't lose pay. As part of our negotiations, we have reviewed what other districts are doing in this area. We have determined that our District is very conservative with this benefit as all surrounding districts provide sick leave for their hourly employees. In fact, some districts are quite liberal with this benefit. Because of the limited salary increase that is provided for classified employees this year, the Board may want to consider changing its position on this issue. If you do, the administration has prepared some recommendations for your review.

**5. Transportation Policy--Assignment of Bus Drivers Policy**

The negotiation teams agree that the attached policy is appropriate and meets the needs of the Transportation Department at this time. The director of the Transportation Department assisted in the revision of the policy. The changes basically include the following concepts:

- a. Bus drivers are assigned to bus routes based on seniority and **qualifications**.
- b. Drivers will be paid a minimum of one hour for kindergarten runs and for actual time above one hour regardless of the number of schools served.
- c. The Director of Transportation is authorized to reassign drivers without regard to seniority when it is necessary to meet special District or employees needs which are reasonable and not arbitrary.
- d. Year-round school drivers will be paid the same as regular program run drivers as outlined in the current District policy.
- e. New language clarifying the exceptions when drivers will not be paid their regular rate of pay, i.e., field trips and activity runs.
- f. New language clarifying compensation to be paid for time required pre- or post-trip and for time spent serving and fueling vehicles.

**6. Reduction in Force Policy for the Transportation Department**

Historically, the Reduction in Force Policy for certificated employees has provided guidelines when it has been necessary to involuntarily reduce classified personnel. This year the Transportation Department asked for its own reduction in force policy. The negotiation teams determined that it would be more appropriate to have a separate reduction in force policy for all classified employees and, if necessary, develop a specific guideline to meet a unique Transportation Department need. Therefore, we have agreed to develop a new Reduction in Force Policy for Classified that will be submitted to the Board of Education by the end of November with final approval given in December of 1992.

**7. Hiring Policy (Aides--Assistants)**

The attached administrative guideline has been provided by the Personnel Department and agreed to by the negotiation teams.

**8. Non-Paid Vacation for Food Service Employees Who Work in the Year-Round Schools**

It was agreed that food service employees could request up to five (5) non-paid days during any contract year for food service employees in year-round schools. These five (5) days would be in addition to the current policy which permits up to 15 days during any three year period of time.

**9. Personal Leave**

For the past several years the Classified Association has attempted to negotiate a personal leave policy that would parallel the certificated employees personal leave policy. Each year minor modifications have been made to the classified employees personal leave policy to bring them a little more in line with the certificated personal leave policy. At this time, it is recommended that the same personal leave policy be used for all employees in the District.

**10. 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 1.6%.

### 11. Salary

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

This 1.6% is divided into the following categories:

1.55%	Salary
.07	Longevity
.33	Social Security and Retirement Costs (required to support the salary and longevity increases)

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1.95%	Salary
.35	Intent 2 cents

1.9	Insurance
1.76	Increment

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5.96%	Total
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### Summary of New Monies Required to Support the Tentative Classified Settlement

Insurance	1.9%	\$1,965,090
Salaries	1.55%	\$ 312,012
Longevity	.07%	\$ 15,116
Social Security and Retirement	.33	<u>\$ 66,428</u>
<b>Sub Total</b>	<b>3.85</b>	<b>\$2,358,646</b>
Intent	.35	\$ 71,100
Increment and Lane Change	1.76	<u>\$ 355,000</u>
<b>Total</b>	<b>5.96</b>	<b>\$2,784,746</b>

**Proposed Insurance Changes  
1992-93**

The following modifications have been tentatively 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 a monthly premium of \$31 Single, \$49 Couple or \$78 Family (10 deductions). Employees who move from Standard to Health Choice plans and utilize the Swing Option for a provider outside the Choice System will pay a \$100 per person deductible with a \$300 maximum per family.

Projected Savings \$456,417

- b. Limit new employees to the Choice Program unless they choose to pay a monthly premium of \$31 Single, \$49 Couple or \$78 Family (10 deductions) for the Standard Program.

Projected Savings \$74,186

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

Projected Savings \$467,500

- d. Eligible dependents reduced to 21 years of age. Employees will be given the option of paying a \$50 premium (\$60 for 10 month deduction) 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.

Projected 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.

Projected 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.

Projected Savings \$16,510

- g. Sole source for prescription drugs.

Projected Savings \$303,166

- h. Implement Employee Assistance Program (EAP). The program is designed to provide employees with a wide range of services in the mental health, family and other counseling area. These services are provided at no additional cost to the employee. Mental health claims for the past year were \$1,272,693. Employees can expect a 15% reduction in these costs with the EAP. It is anticipated that the initial first year cost of the program will be \$137,000.

Projected Savings \$62,904

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

## ASSOCIATION PROPOSALS ACCEPTED BY THE JORDAN BOARD

### POLICY ITEMS

- o Back-to-School Night: For the 1993-94 year and after, each school (faculty, administration, community will determine the format/method it will use to meet JSD objectives for Back-to-School Night.
- o Parent-Teacher Conferences: Conferences will be scheduled for 7 1/2 hours (rather than 8 hours) and teachers will be released earlier if conferences are completed.
- o Critical Family Illness: For purposes of providing care to a critically ill immediate family member, teachers can use up to 9 days of their accumulated sick leave after using family sick, personal and emergency days. (This would provide up to 16 days leave per year for critical family illness).
- o Personal Leave Before and After Holidays: Up to 15 individuals will be allowed to take personal leave the day before and 15 the day following each holiday without paying the cost of a long term substitute. (This is part of JEA 's continuing effort to eliminate District restrictions on use of personal days).
- o Unpaid Leave Extended Contract Teachers: Extended contract teachers may take up to 10 days unpaid leave per year and may have that pay deducted in 12 equal monthly amounts.
- o JEA Released-Time President: The policy was amended to allow for the 2 year term of the Association president.

Agreement was reached on two additional items proposed by JEA but not negotiated as contract items.

- o Phone Lines: Each elementary and middle school will have an additional outgoing phone line installed for use by teachers. Faculties will be involved in deciding the location of the phone to maximize access, privacy and convenience.
- o Administrator Evaluation: JEA proposed that building administrators benefit from staff input in the course of their performance evaluations. This will be dealt with as a part of the Joint Evaluation Committee project currently underway.