

NEGOTIATED AGREEMENT BETWEEN
THE JUNEAU EDUCATION ASSOCIATION
AND THE BOARD OF EDUCATION



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ON BEHALF OF THE CITY AND BOROUGH OF
JUNEAU SCHOOL DISTRICT

JULY 1, ~~2025~~ ~~2022~~ – JUNE 30, ~~2027~~ ~~2025~~

JEA Initial Proposal

TABLE OF CONTENTS

ARTICLE 1	RECOGNITION		6
	SECTION 1. INTRODUCTION	6	
	SECTION 2. GENERAL RECOGNITION/EXCLUSIVE REPRESENTATION	6	
	SECTION 3. NON-INTERFERENCE	6	
	SECTION 4. VERIFICATION OF REPRESENTATION	6	
ARTICLE 2	PRINCIPLES		6
ARTICLE 3	NON-DISCRIMINATION		7
ARTICLE 4	MANAGEMENT RIGHTS		7
ARTICLE 5	MAINTENANCE OF STANDARDS		7
ARTICLE 6	SUPPLEMENTAL AGREEMENTS/ LABOR MANAGEMENT		7
	SECTION 1. MEMORANDA OF UNDERSTANDING	7	
	SECTION 2. LETTERS OF AGREEMENT	8	
	SECTION 3. LABOR MANAGEMENT MEETINGS	8	
ARTICLE 7	NEGOTIATIONS		8
	SECTION 1. GENERAL PROCEDURES	8	
	SECTION 2. INAUGURATING NEGOTIATIONS	8	
	SECTION 3. CONDUCTING NEGOTIATIONS SESSIONS	9	
	SECTION 4. AGREEMENTS	9	
	SECTION 5. RATIFICATION	9	
ARTICLE 8	SAVINGS CLAUSE		9
ARTICLE 9	SCHOOL YEAR AND SCHOOL DAY		10
	SECTION 1. SCHOOL YEAR	10	
	SECTION 2. GRADING AND PREPARATION DAYS FOR CONFERENCES	10	
	SECTION 3. SCHOOL DAY	10	
	SECTION 3. ADDITIONAL DAYS FOR SPECIALISTS	10	
ARTICLE 10	WORK SCHEDULE		11
	SECTION 1. PREP TIME	11	
	SECTION 2. BREAK TIME	11	
	SECTION 3. ELEMENTARY AND HIGH SCHOOL LOW INCIDENCE NON-INSTRUCTION TIME. SPECIAL EDUCATION		11
	SECTION 4. SUPERVISION	11	
	SECTION 5. NON-TEACHING DUTIES	11	
	SECTION 6. CHANGES IN WORK SCHEDULES	12	
	SECTION 7. MULTI-BUILDING ASSIGNMENTS	12	
	SECTION 8. MEETING SIGN-IN	13	
	SECTION 9. ROOM PREPARATION TIME	13	
	SECTION 10. LIBRARY COLLECTION MANAGEMENT TIME	13	
	SECTION 11. COMPENSATION FOR COVERAGE DURING PREP	13	
	SECTION 12. LUNCH COVERAGE	13	

SECTION 13. SPECIAL EDUCATION PAPERWORK DAYS	14	
SECTION 14. SPECIAL EDUCATION WORK SPACE	14	
ARTICLE 11 EXTRA DUTY ASSIGNMENT		14
SECTION 1. DETERMINATION OF ACTIVITIES AND POSITIONS	14	
SECTION 2. SELECTION OF ADVISORS AND COACHES	14	
SECTION 3. COMPENSATION	15	
SECTION 4. ELEMENTARY ADVISORS	15	
ARTICLE 12 PERSONNEL CHANGES		16
SECTION 1. SENIORITY	16	
SECTION 2. PLACEMENT OF EDUCATORS	16	
SECTION 3. FEWER VACANCIES THAN EDUCATORS NEEDING PLACEMENT	16	
SECTION 4. VACANCIES	20	
SECTION 5. NON-CONTINUING EDUCATORS	22	
SECTION 6. JOB SHARE / JOB EXCHANGE	22	
SECTION 7. BUILDING CLOSURE	24	
SECTION 8. RIGHTS OF RIF	24	
ARTICLE 13 ACADEMIC FREEDOM		25
ARTICLE 14 PERSONNEL FILE		25
ARTICLE 15 DISCIPLINARY ACTION FOR JUST CAUSE		26
ARTICLE 16 MEDICAL		26
ARTICLE 17 INSURANCE		26
SECTION 1. HEALTH INSURANCE	26	
SECTION 2. LIFE INSURANCE	27	
SECTION 3. TRAVEL INSURANCE	27	
ARTICLE 18 LEAVE		28
SECTION 1. SICK LEAVE	28	
SECTION 2. MEDICAL AND PARENTAL LEAVE	29	
SECTION 3. PERSONAL LEAVE	32	
SECTION 4. ASSOCIATION LEAVE	34	
SECTION 5. SABBATICAL LEAVE	32	
SECTION 6. LEAVE OF ABSENCE	36	
SECTION 7. EMERGENCY LEAVE	32	
SECTION 8. TEMPORARY MILITARY LEAVE	36	
SECTION 9. LEGAL LEAVE	37	
SECTION 10 PROFESSIONAL LEAVE	37	
SECTION 11. CIVIC LEAVE	38	
ARTICLE 19 VANDALISM AND PERSONAL PROPERTY DAMAGE		38
ARTICLE 20 ASSOCIATION REPRESENTATION		39
SECTION 1. DISTRICTWIDE COMMITTEES	39	
SECTION 2. RIGHT TO RESEARCH	39	

ARTICLE 21	DISTRICT AND SCHOOL COMMITTEES	39
	SECTION 1. COMMITTEE PARTICIPATION	39
	SECTION 2. INTERVIEW COMMITTEES	39
	SECTION 3. WORKLOAD REVIEW COMMITTEE	40
ARTICLE 22	SAFETY	40
	SECTION 1. SITE SAFETY AND HEALTH	40
	SECTION 2. STUDENT CONDUCT AND DISCIPLINE PROCEDURES	41
ARTICLE 23	GRIEVANCE PROCEDURE	41
	SECTION 1. DEFINITIONS	41
	SECTION 2. PROCEDURE (SEE ALSO APPENDIX I)	42
	SECTION 3. GRIEVANCE FILES	43
	SECTION 4. NO REPRISALS	43
	SECTION 5. IMPLEMENTATION	44
ARTICLE 24	TEACHER EVALUATION	44
ARTICLE 25	ASSOCIATION SECURITY	44
	SECTION 1. PAYROLL	44
	SECTION 2. USE OF SCHOOL FACILITIES AND EQUIPMENT	45
	SECTION 3. ASSOCIATION RIGHT TO THE BOARD AGENDA	32
	SECTION 4. ASSOCIATION MEMBERSHIP	46
ARTICLE 26	MISCELLANEOUS WORKING CONDITIONS	47
	SECTION 1. TELEPHONES	47
	SECTION 2. VENDING MACHINES	47
	SECTION 3. PARKING	47
	SECTION 4. MILEAGE	47
	SECTION 5. ASSOCIATION BUSINESS	48
	SECTION 6. DISCRETIONARY FUNDS	48
	SECTION 7. PER DIEM	48
	SECTION 8. DISTRICT-INITIATED TRAININGS	48
	SECTION 9. EMPLOYEE-INITIATED TRAININGS	49
	SECTION 10. LAPSED TEACHING CERTIFICATE	49
	SECTION 11. BOUNDARY EXCEPTIONS	50
	SECTION 12. TEACHER OF RECORD	50
ARTICLE 27	CONTRACTS	50
	SECTION 1. TERMS OF CONTRACT	50
	SECTION 2. ISSUING CONTRACTS	51
	SECTION 3. HORIZONTAL MOVEMENT	51
ARTICLE 28	COST AND DISTRIBUTION OF AGREEMENT	53
ARTICLE 29	WAGES	54
ARTICLE 30	DURATION	57
ARTICLE 31	EXECUTION SIGNATURES	58

APPENDIX A	59
APPENDIX B	60
APPENDIX C	61
APPENDIX D	62
APPENDIX E	63
APPENDIX F	64
APPENDIX G	59

ARTICLE 1

Recognition

Section 1. Introduction

This Agreement is entered into between the Board of Education on behalf of the City and Borough of Juneau School District, to be referred to as the Board, and the Juneau Education Association (NEA-Alaska/NEA), to be referred to as the Association.

The intent of this Agreement is to set forth and record the agreement between the parties on those matters pertaining to wages, hours, and conditions of employment.

Unless the context otherwise requires, the term "Agreement" shall refer to the basic provisions contained in the executed agreement and any and all appendices attached and made a part of the agreement.

Section 2. General Recognition/Exclusive Representation

The Board recognizes the Association as the exclusive bargaining representative for all certificated teaching personnel employed by the District and placed on contract for the duration of the assignment in accordance with Alaska Statute (more than nineteen (19) days).

Certificated employees represented by JSAA shall not be included in the Association bargaining unit.

The parties to this Agreement recognize that the duties and work performed by the certificated employees in the bargaining unit shall be performed only by unit members.

Before the District solicits or contracts with non-bargaining unit members, they shall inform the association leadership that bargaining unit vacancies exist and the District has exhausted all available and qualified candidates.

Section 3. Non-interference

The purpose of this article is to recognize the right of the bargaining agent to represent certificated teaching personnel in the bargaining unit in negotiations with the Board. Granting recognition is not to be construed as obligating the Board in any way to continue any functions or policies, nor diminish its power as authorized by law.

Section 4. Verification of Representation

The Association and the Board shall abide by AS 23.40.100, Representatives and Elections.

ARTICLE 2

Principles

Nothing in the Agreement shall restrict the right of the individual certificated employee to present problems of personal concern to the building Principal or Superintendent or Board in that order, except that such presentation will be considered the views of the individual and not necessarily those of the Association.

ARTICLE 3

Non-Discrimination

The Association and the District agree that neither shall discriminate against any person on the basis of age, color, disability, family, gender identify or expression, gender, marital status, membership in the Association, national origin, political affiliation, pregnancy, race, religion, sexual orientation, or veteran status.

ARTICLE 4

Management Rights

This Agreement contains the full and complete Agreement of the parties with respect to all negotiable items that have been fully discussed. The management rights of the Board, including the right to adopt rules, regulations, and policies deemed necessary by the Board during the term of this Agreement shall be considered limited only by the specific and express terms of this Agreement.

ARTICLE 5

Maintenance of Standards

All negotiable conditions of employment that were available to an employee during the life of the former Agreement, even though not specifically written into the contract, shall be continued during the term of this Agreement unless otherwise changed by the collective bargaining agreement.

ARTICLE 6

Supplemental Agreements/ Labor Management

Section 1. Memoranda of Understanding

This negotiated Agreement may be amended through Memoranda of Understanding upon mutual consent of both parties. The parties agree that the Memoranda of Understanding provisions shall be used for the purpose of addressing matters of significance that are not dealt with in the existing negotiated Agreement and/or provide clarification to existing contract language. Except for the establishment of a Service Recognition Program, salaries, benefits, or other compensation items shall not be negotiated under this provision.

Memoranda of Understanding shall be completed through negotiation between the two parties at any time during the life of the Agreement.

Memoranda of Understanding shall, upon ratification, become a part of the regular negotiated Agreement and be subject to all of its provisions.

Section 2. Letters of Agreement

Letters of Agreement may be utilized to resolve conflicts related to individual employees and/or unique circumstances. Letters of Agreement will be entered into knowing the unique nature of the circumstances will sunset at a point in time defined in the agreement. Letters of agreement will not become precedence setting within the Negotiated Agreement.

Section 3. Labor Management Meetings

Appointees of the JEA President and the Superintendent will regularly meet during the school year for the purpose of frank and full sharing of information related to matters of mutual interest to the District and the Association including, but not necessarily limited to, funding, budget, and personnel matters, as well as resolving conflicts and issues (1st meeting each month) and special education matters of mutual interest (2nd meeting each month); however, the process is not intended to bypass the grievance procedure outlined in Article 23 of this Agreement.

During the first Labor Management meeting of the school year in August, a meeting schedule will be agreed upon. It is the intent that the JEA President and the Superintendent will be present at all Labor Management meetings, and the Director of Student Services will be in attendance at the second meeting each month. If an unforeseen circumstance occurs, notification will be communicated. Meetings can either be rescheduled or still occur, by mutual agreement.

ARTICLE 7 Negotiations

Section 1. General Procedures

Negotiations procedures shall be conducted in accordance with Alaska Public Employment Relations Act (PERA).

Section 2. Inaugurating Negotiations

Either party may initiate negotiations by written notice. Written notice of intent to negotiate shall be sent by certified mail, or by electronic mail by the President of the Association to the Board, or by the Board President to the Association. A written receipt (email etc.) of intent to negotiate shall be acknowledged within seven (7) calendar days.

Each party shall select a negotiations team and within fourteen (14) calendar days from acknowledgement notice, and they shall agree upon a satisfactory time and place for the first meeting.

Negotiations shall be considered open upon the first meeting of the negotiating teams and will commence within forty-five (45) calendar days of the first meeting.

If neither party notifies the other by December 1, of the school year that the Agreement is to expire, of its intent to negotiate, the Agreement is automatically renewed for the following school year.

Section 3. Conducting Negotiations Sessions

The Association and the Board agree to participate in “good faith” negotiations.

Information will be exchanged freely during meetings (and between meetings, if mutually agreed upon) in an effort to reach mutual understanding and agreement.

The Association shall be entitled to copies of information and documents normally made available to the public by request.

All negotiations shall be conducted pursuant to ground rules agreed to by the parties.

The first meeting between the District and the Association shall be to determine by mutual agreement ground rules and style of bargaining. Ground rules will be signed prior to the conclusion of the first meeting unless otherwise agreed to by the designated Spokespersons.

Section 4. Agreements

All initial proposals, tentative agreements before ratification, last best offer proposals, and final agreement between parties shall be available to the public for review.

When the participants reach a consensus on the successor Agreement each party will present the tentative agreement to their constituents prior to ratification. The Board and/or the Association may reserve the right to have the proposed Agreement reviewed by their respective counsels before ratification.

Section 5. Ratification

The Agreement shall be ratified by the Association prior to ratification by the Board of Education.

ARTICLE 8

Savings Clause

In the event any section or part of a section is proved to be in violation of the law, the portion of the Agreement is null and void. The remaining articles and other provisions remain in effect and upon the request of either the Board or the Association the parties shall enter into immediate negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision impacted by change in laws.

No provisions of the Agreement may be changed, modified or altered during the term of the Agreement except by mutual consent of the parties.

This Agreement supersedes all other Agreements.

ARTICLE 9

School Year and School Day

Section 1. School Year

The standard certificated employee's contract shall be One hundred eighty-five (185) days.

Teachers are expected to complete all end of year responsibilities and check-out with their immediate supervisor. One day will be designated as a workday before the first student-contact day.

Section 2. Grading and Preparation Days for Conferences

Teachers shall receive the following to complete report cards/grades:

A. One-parent/teacher conference day will be reclassified as a teacher workday or remain a conference day depending on teacher choice.

B. Teachers will be required to complete parent/teacher conferences.

They will conduct parent/teacher conferences during work hours within 10 days of the District calendared parent/teacher conference day. The teacher does not claim outside contract hours.

Section 3. School Day

The length of the school day for each certificated employee within the District shall be seven and one-half (7.5) hours, including a thirty (30) minute minimum duty-free lunch.

Section 3. Additional Days for Specialists

In order to meet the needs of students, the District may offer additional contract days as follows:

1. High School Counselors up to ten (10) days
2. Middle School Counselors up to six (6) days
3. School Psychologists up to six (6) unassigned days
4. Activities Athletic Directors up to thirty (30) additional days
5. Special education teachers may request up to one (1) additional contract day before their contract begins and if approved will be paid at their daily rate. The request must be submitted to Student Services not later than three (3) days prior to

first contract day. This day is to be used to meet with parents, build student and paraeducator schedules, contact service providers, etc. This day may not replace inservice days or the teacher workday. The teacher must serve at their site, unless an alternative site is approved by Student Services. Personal leave may not be taken on these requested days. (Effective date beginning July 1, 2023)

ARTICLE 10

Work Schedule

Section 1. Prep Time

Other than before and after the school day, lunch time, and elementary fifteen (15) minute morning and afternoon breaks, time that is educator/self- directed for tasks such as writing lesson plans, analyzing data, grading papers, researching lesson topics, meeting with parents or colleagues, or doing other professional work of their choice. Educators will be relieved of all student contact and supervisory obligations. *(This language is moved from Appendix A 12.)*

Elementary School educators:

K - 6 educators shall be provided **475 minutes of prep per week for preparation time during the student day.** ~~two hundred ten (210) minutes per week in FY 24 and two hundred twenty-five (225) minutes per week beginning in FY25 for preparation time during the student day.~~ Preparation time ~~may~~ **shall** be blocked in increments of time of no less than **thirty-five (35)** ~~thirty (30) minutes.~~ (Effective date beginning July 1, 2023)

Pre-K shall be provided at least 405 minutes of prep per week.

Middle School educators:

7 - 8 educators shall be provided ~~a period of~~ ninety (90) minutes per day for preparation time during the student day. **Preparation time shall be blocked in increments of time of no less than forty five (45) minutes.**

High School educators:

9 - 12 educators shall be provided ~~a minimum of two hundred fifty (250)~~ **five hundred (500)** minutes per week for preparation time during the student day. Preparation time ~~may~~ **shall** be blocked in increments of time, provided that any given block is no less than fifty (50) minutes.

Section 2. Break Time

Every elementary teacher, ~~K-5~~ **Pre-K-6**, shall be provided ~~with~~ a fifteen (15) minute duty-free

break **in both the** mornings and afternoons (recess may count for this purpose).

Section 3. Elementary and High School Low Incidence Non-Instruction Time. Special Education

Elementary special education teachers and high school Low Incidence Special education teacher(s) shall be provided an additional sixty (60) minutes per week of non-instruction time.

Section 4. Supervision

Teachers shall not be required to be in a class that is under the supervision of another certificated employee. In the event of a team teaching situation, the teachers involved and the building administrators shall agree upon a policy stipulating under what conditions one teacher may leave their students under the sole supervision of the other team member. The policy must be agreeable to the parties involved in the team teaching situation, including the building administrator.

Section 5. Non-Teaching Duties

Non-certificated staff will be responsible for supervision of playground, lunchroom activity, hall duty and other assistance of teachers. Teachers shall perform these duties when additional help is deemed necessary by the building administration on a non-continuous basis.

Section 6. Changes in Work Schedules

The work schedule standards provided in **this Negotiated Agreement, not including duty-free lunch, and District Wide Inservices** Sections 1 through 4 of Article 10 may be amended at individual school sites by agreement of the principal and two-thirds (2/3) of the affected bargaining unit staff at that school. **Some examples might be the annual building schedule, site-based inservices, teacher work days, or parent-teacher conferences. For extenuating circumstances, a school site administrator can approve an educator's exemption from the results of the change in work schedule vote.**

Section 7. Multi-building Assignments

Certificated classroom teachers assigned to more than one building shall be provided:

- a. Schedules that allow for prep and lunch;
- b. Sufficient time to travel between assignment locations; with a minimum of 5 minutes to open and 5 minutes to close work locations. If more time is needed, the educator and administrator will have a conversation about meeting the needs of travel.
- c. Advised travel times are as follows:

To/From LOCATIONS		Travel Time
Douglas	Downtown	15
Douglas	Lemon Creek	20
Douglas	Valley	30
Downtown	Lemon Creek	20
Downtown	Valley	25
Downtown	Downtown	10
Lemon Creek	Valley	20
Valley	Valley	15

*During ice and snow events it is understood that it will take longer to travel between sites. The educator should contact their supervisor to communicate possible weather delays.

Douglas: SGCS

Downtown: JDHS, JCCS, HBV Harborview & TCLL, ~~Marie Drake~~, YDHS, Montessori, HomeBRIDGE

Lemon Creek: Dzantik'i Heeni Campus: YDHS, Montessori, JCCS, ~~EHMS~~, JYC

Valley: TMHSM, MRCS, ~~FDMS~~, GVES, KHE, RBES, ABES, ~~Miller House/Montana Creek~~
Raven's Way, HomeBRIDGE

The principals of these certificated teachers shall meet and develop a schedule that meets the above (a. through c.) by the fifth (5th) contract day of each semester.

Section 8. Meeting Sign-In

The District will utilize electronic sign-in procedures for recording attendance at meetings and/or trainings for the purpose of payment.

Meeting stipend payment requests must be submitted to Payroll no later than thirty (30) calendar days after the meeting is held. The stipend will be paid no later than three (3) pay cycles after submission. Meeting stipend payment requests received outside of the thirty (30) calendar days will not be honored. (Effective date beginning July 1, 2023).

Section 9. Room Preparation Time

On years without a work day in the contract, the site-based inservice training time prior to the first student- contact day and after the last student-contact day, the minimum DEED-required hours (for grades 4-12) will be dedicated to inservice training. Any additional time beyond those minimum hours will be used for educator-directed preparation time. This does not apply to district inservice time, unless designated by the Director of Teaching and Learning Support.

Section 10. Library Collection Management Time

Elementary librarians will have one hundred fifty (150) minutes per week for library collection management time.

Section 11. Compensation for Coverage During Prep

This section does not apply when substituting for a classified position such as but not limited to paraeducator, office staff, or custodial positions.

Educators will be compensated for coverage as follows:

An Administrator may request that an educator teach a class period, temporarily assigned a class, or group of students in a certificated position during their regularly scheduled preparation period because a substitute is not available. The educator is under no obligation to accept the request. If accepted, the educator will be paid at the ~~pro-rata~~ **educator's daily rate prorated by hourly pay** ~~daily rate~~.

Prior to resorting to dividing a class and reapportioning its students among other classrooms, administrators will explore other options for classroom coverage.

If, after exploring options, it is determined necessary to absorb or subdivide a classroom, the following compensation shall be paid.

Educators who absorb a class will receive \$50 per hour, per class absorbed.

When a class is subdivided:

- **into two classes, each educator providing coverage will receive \$25 per hour**
- **into three classes, each educator providing coverage will receive \$15 per hour**
- **into three or more classes, each educator providing coverage will receive \$12 per hour**

Section 12. Lunch Coverage

Administrator-directed interruption of an educator's duty-free lunch period may result in the lunch period being restarted or considered additional paid work time of 30

minutes compensated at a pro-rata ~~the educator's daily rate prorated by hourly pay daily rate.~~

Section 13. Special Education Paperwork Days

Special Education teachers and related service providers may request paperwork day(s) through coordination with their site administrator and student services coordinator. **The request needs to indicate if the paperwork day(s) is going to occur in school with a provided substitute or scheduled outside of the educator's normally scheduled work day at the the educator's daily rate prorated by hourly pay. Approval is required prior to implementation.**

Section 14. Special Education Work Space

The District will make a good faith effort to provide each related service employee a work space in the facility that is their home base of operations. In the event no space is available, the staff member will be notified in writing.

ARTICLE 11

Extra Duty Assignment

Section 1. Determination of Activities and Positions

The building administrator, with the approval of the superintendent, will determine which Extra Duty Assignments, from those designated on the Extra Duty Assignment Pay Schedule, shall be offered and funded for the following school year. Extra Duty Assignments for the next school year will be posted by May 5th. Each year, any new Extra Duty Assignment (any Extra Duty Assignment not on the pay schedule) must be approved by the superintendent before they can be offered and a funding source and range be determined.

Extra Duty Assignments funded by private (non-school district) sources shall be governed by the provisions of this agreement.

Section 2. Selection of Advisors and Coaches

Extra Duty assignments are subject to evaluation.

A. Extra assignment beyond the 7.5 hour day shall be based on qualifications in the following order:

1. Incumbents who have successfully performed the duties and responsibilities of the Extra Duty Assignment as noted in the evaluation process;
2. Qualified in-building certified staff members;
3. Qualified in-district certified staff members;
4. Other qualified individuals;

B. In the event of two or more applicants at any single level the administration may assign

the extra- duty position to the most qualified applicant.

- C. Assistant advisor/coaching positions shall initially be selected by use of the Article 11, Section 2A process. Final selection will be made by mutual agreement between the building administration and the head advisor/coach. Assistants will remain in place by mutual agreement between the head advisor/coach and the building administrator until such time as a new head advisor/coach is hired.
- D. Offers to incumbent head advisors/coaches to continue in the position shall be made in writing prior to May 5th. Incumbents must respond in writing to the offer within five days or the position may be considered vacant.
- E. If an incumbent is not rehired they will be notified on or before May 5th.
- F. Vacancies in positions that begin prior to October 1st shall be posted in that building by May 10th. In building certified staff members will have five days to apply. Positions that are not filled shall be posted district-wide with certified staff members given five days to apply. Positions that still are not filled shall be posted district-wide and within the community until filled or until pulled by the district. Positions shall be filled no later than the last day of the school year when practical.
- G. Vacancies in positions that begin after October 1st shall be posted in that building by May 10th whenever possible. In building certified staff members shall have five days to apply. Positions that are not filled shall be posted district-wide with certified staff members given five days to apply. If the position is not filled by a certified staff member or an incumbent it will be reposted districtwide at the beginning of the following school year and certified staff will have five days to apply. Positions that are still not filled shall be posted within the community until filled or pulled by the district.

Section 3. Compensation

Advisors and coaches of funded positions shall sign an extra-duty contract that shall state the individual's extra-duty compensation. Such contract compensation to an individual teacher is not subject to continuing contract provisions as outlined in AS 14.20.145.

Each advisor/coach shall be compensated in accordance with their placement on the Extra Duty Assignment Pay Schedule (Appendix F). Prorated by percentage of work completed during the dates listed on the Extra Duty Contract. Employees advising a multi-session club may be issued a single extra-duty contract.

Compensation for advisors/coaches who share one assignment shall be indicated on the Extra Duty Contract and paid the amount equivalent to the percentage of the individual's assignment.

When the District is paying for airfare, hotel, per diem, and activity leave, the number of positions will be funded as specified in Appendix F. Upon District verification, when lodging and transportation ratios require additional chaperones, these expenses will be funded by the

District.

Section 4. Elementary Advisors

The District shall allocate a yearly stipend fund of equal to at least ten (10) Range 1 Head/Advisor contracts on Appendix F to each elementary school for the purpose of compensating district employees who assume responsibilities of elementary extracurricular activities.

ARTICLE 12

Personnel Changes

Recognizing the desirability of filling vacancies and new positions from within the District's own certificated staff, meeting instructional requirements, promoting the best interests of students, and supporting the goals of the school system; the following procedures shall be followed when requesting transfers and selecting educators for transfer between school sites or in the case of special education/district-wide program reassignment into vacant or new positions.

Special education is considered its own school site **for purposes of implementing section 2, Placement of Educators, in this article.**

District Wide educator positions shall be assigned to a school for purposes of implementing contract language.

Section 1. Seniority

Seniority shall be defined as total years of continuous service to the District, including approved leaves, as computed from the first date of work under the certified employee's approved contract that initiated continual employment. Employees who resign from the District employment shall retain their seniority dates if re-employed within sixteen (16) months. Employees who are under contract on the last contract day of the previous school year, and are offered re-employment on or before the 10th contract day of the following contract year, shall be placed on the seniority list based on the hire date of the contract that ended on the last day of the previous contract year.

The District shall provide a seniority list to JEA on or before March 1st of each year. Ties in seniority date shall be resolved as follows:

1. The date the employee was recommended for hire, according to District form #007 (for newly hired employees beginning with the 2004-2005 school year) or the date the employee assigned the employment contract (for those employed prior to the 2004-2005 school year). The employee with the earliest date shall be most senior.
2. If a tie exists, the certificated employee with the greatest number of semester hours beyond the Bachelor Degree shall be the most senior. Seniority shall continue to accrue for any certificated employee while on an authorized leave. A certificated employee on

approved leave shall be treated, for the purpose of a RIF, with the same consideration and seniority rights as if they were currently employed by the District. Their notice, if required, would have to be given at the same time as other certificated employees who would be RIFed.

Section 2. Placement of Educators

A. Reassignments within a school site

Certificated employees within the school site where there is an opening shall be considered first for that opening. Administrators reserve the right to assign and/or re-assign educators within their school site for positions in which educators are certified and when appropriate.

B. Placement of Displaced Educators

If an educator is displaced by assignment, they will be reassigned within their school to a position in which they are qualified. They may displace the least senior educator in a position for which they are qualified.

It will be the expectation that any educator displaced from a school site is the least senior and is not qualified to fill any vacancies within their current assigned school. A more senior teacher may request to become a voluntary displacement in lieu of the least senior teacher being displaced/involuntarily transferred.

All displaced tenured educators will be reassigned before displaced non-tenured educators are reassigned.

After district staffing decisions are allocated, the following steps will be taken when it is determined an educator needs to be displaced. An educator will only be considered displaced when the decision is made before May 15 for the upcoming school year.

- a. When it is necessary for the District to reduce the FTE at a school site, the District shall meet with the Association at a mutually agreed upon time to discuss the reduction prior to implementation. Within five (5) working days of the meeting, the District shall provide a written statement of the reasons for the proposed reduction, the projected impact on the District, and the proposed time frame within which the FTE reduction is to be accomplished.
- b. If a school site has a reduction in allocated FTE for the following school year, notification of the necessary displacement within that school will be emailed to all certificated staff at the school.
- c. An invitation within that school site will be emailed seeking volunteers for displacement. The invitation will be posted in-building for two (2) working

days A more senior teacher may request to become a voluntary displacement in lieu of the least senior teacher being displaced/involuntarily transferred.

- d. If there are no volunteers, the least senior educator at the school site may be displaced from their current school assignment, first by seniority (least senior displaced first, and so on), and then by qualifications. Notice of displacement for the coming year shall be given to the displaced certificated employee(s) as soon as reasonably possible and not later than May 15th.
- e. If a displacement becomes necessary, as described in Section 2 B (d) above, it is at the district's discretion to give the involved certificated employee support in their move to a new site, which may include being excused from an inservice day, provided coverage during a contract day, paid at their pro-rata rate for time worked outside of the contract or similar support. Any required retraining shall be at District expense.
- f. Displaced educators will be offered a position from a list of all available vacancies and placed based on their seniority rank first, followed by certification, and/or qualifications.
- g. Following the placement of the current displaced teachers, the district will place the educators from job-share or job exchanges ends and returns from Leave of Absences into the remaining positions based on their seniority rank first, followed by certification, and/or qualifications.
- h. If a less senior educator is displaced, every attempt will be made to reassign the educator for their entire contractual FTE in one school. If there is not a full assignment by contractual FTE for the educator, the assignment may be split between schools and the District shall provide for travel time as a part of the assignment.
- i. Current certificated educators who have been displaced for the upcoming school year (not returns from job-share or job exchanges ends or returns from Leave of Absences) may apply for vacant positions and be given hiring preference during the JEA posting period between the day displacement notice was given and August 1. All other displaced educators will be able to apply for any posted vacancy they are eligible and qualified for during the JEA posting period.
- j. In the event that an educator is displaced from a school/program and there are no vacant positions in the district, the displaced tenured educator may displace the least senior, non-tenured educator in the district.

C. Involuntary Transfer/Reassignment of Educators

Movement/transfer of an educator between physical school sites, occurs at the direction of the district. If it occurs after May 15 and prior to the start of the upcoming school year or during the current contract year if the move is to occur that year, this constitutes an involuntary transfer/reassignment.

Notice of an involuntary transfer or /reassignment for the coming year shall be given to certificated employees as soon as reasonably possible and not later than May 15th. If an involuntary transfer between physical sites becomes necessary after May 15th, or during a current school year, the certificated employee involved shall be given seven (7) calendar days, exclusive of holidays, notice before the transfer occurs, and shall be given up to five (5) working days of time to prepare for the new position. Any required retraining shall be at the District expense.

An involuntary transfer shall not be a device to give out-of-favor certificated employees any less desirable assignment. No involuntary transfer shall be used as a disciplinary action. An involuntary transfer will be made only after notification, in writing, from the Superintendent or designee of reasons for the transfer. After such notification, the teacher may request a hearing with the Superintendent. The Superintendent will schedule a meeting with the teacher within seven (7) calendar days after the notice. After hearing the matter, the Superintendent will render a decision within five (5) calendar days. The Superintendent's decision will be final.

D. Placement of Administrators (JSAA) into the JEA unit

If a previous tenured Association member who holds a current administration position within JSD returns to an Association position, the Association President will be notified of the addition to the displaced employees list and said administrator will be placed according to Section 2 B. Seniority will include their years of service as an administrator in the Juneau School District.

E. Current Educators Applying for Vacancies In-District

After displaced employees are assigned for the following school year, any remaining positions shall be declared vacant. Educators who have completed two hundred ten (210) working days are eligible to apply for vacant positions. Long term substitute time does not count toward the 210 days. The time requirement may be shortened by the Superintendent in cases where a transfer is considered beneficial to the District.

In the case an educator is selected for the vacancy and the resulting vacancy cannot be filled by a qualified candidate, the selected educator will be granted the position at the beginning of the next school year. If that position no longer exists, then the teacher may be placed in a comparable open position. In the interim, the position may be filled by a new hire who will be required to vacate the position at the end of the current school year.

Currently employed teachers selected to fill the opening will do so only at the beginning of the following school year, unless the immediate transfer is approved by the District. In

the interim, the position may be filled by a new hire who will be required to vacate the position at the end of the current contract year. A teacher may withdraw an application without prejudice for future consideration.

Section 3. Fewer Vacancies than Educators Needing Placement

In the event there are fewer vacancies than educators needing placement, the following steps will occur:

1. The list of Displaced Educators, established by seniority, will be used.
2. A list of Return from Leave Educators will be established by seniority. This list includes all approved leaves addressed in Article 18, and/or ending of job-share or job-exchange.
3. The Displaced and Return from Leave lists will be cross-referenced in order of seniority and compared to the list of vacancies.
4. The least senior educator(s) will be identified from the Displaced List and they may be non-retained.
5. The most senior educator from the Displaced list will have first choice of assignment amongst the identified vacant positions (most senior selects first). This process continues in order of seniority until all Displaced educators have been placed.
6. After all educators from the Displaced List have been assigned, the most senior from the Return from Leave list will have first choice of assignment amongst the identified vacant positions (most senior selects first). This process continues in order of seniority until all Return from Leave educators have been placed.

Section 4. Vacancies

JEA and the District will set up and agree upon a calendar of projected position availability by the March Labor Management Meeting. Vacancies include full and partial FTE positions. Vacancies will be advertised in the following manner:

Posting Procedures

1. ~~In-building~~ On-Site JEA Job Postings

Administrators may consider any certificated educators staff on site in the building, including non-continuing employees. No interview will be required, although optional per administrator's discretion.

Administrators will electronically notify all certificated educators eligible employees on site within a building of any job vacancy posting and/or newly created position.

The job vacancy posting will be posted ~~in-building~~ on site for two (2) working days, a minimum of 48 hours.

2. In-district JEA Job Postings

District certificated employees shall be considered and be provided an opportunity to interview for positions within the District prior to consideration for hiring external candidates.

The determination of a vacancy or new position will only occur after the Administrator has assigned and/or re-assigned staff within their school site. Once it has been determined that a vacancy exists at a school, and the Personnel Requisition has been given to HR, the Director of Human Resources will notify the Administrator to proceed with the formation of an internal interview committee.

The interview committee shall consist of the Administrator and a minimum of (2) two educators from the affected grade level(s), team(s), Department(s), program area(s) or by availability at the time of the interviews. The job announcement, including the comprehensive list of qualifications, will then be posted within the District (In-district) for three (3) working days, a minimum of 72 hours. A copy of this announcement will be sent to the Association President via email.

The interview team shall review applications presented by the Administrator to determine those who are qualified and interview those who meet the qualifications. Qualifications shall consist of experience, formal training, certification/endorsements, length of service, and other qualifications identified in the specific job announcement. The role of the team will be to make a recommendation based on qualifications, as well as District staffing considerations. The recommendation of the interview team will be reviewed and considered; however, the Administrator and/or Director of Human Resources reserve the right to deny the recommendation if it is determined that the recommendation is not in the best interest with meeting the needs of students within the school site.

3. Public Posting

If no JEA candidate(s) applications for the position are received within the two (2) working days (a minimum of 48 hours) in building and three (3) working days (a minimum of 72 hours) in-district posting (five [5] working days a minimum of 120 hours total), or as soon as the Director of Human Resources is notified that no educators requesting transfer are qualified, the position will be advertised to the general public.

Current educators are eligible to apply for positions during the public posting.

4. Special Education Vacancies

In a commitment to provide the optimal educational opportunities for students identified with a disability, the Board and Association agree to work cooperatively toward consistent, sound educational practices and budgetary concerns.

When a special education position becomes vacant during the school year and is unfilled, a team will be assembled. This team shall include the school principal, the Director of Student Services or their designee, and potentially-impacted special educator(s). The potentially-impacted special educator may invite a JEA representative to the meeting.

The team will meet within five (5) working days of the position becoming vacant to create a plan to cover the caseload during the unfilled vacancy.

5. Simultaneous Postings

Any position posted after August 1st may be considered for simultaneous posting. Posting in-building/in-district/to the public simultaneously may occur if there is mutual agreement with the Association and the District. Educators who apply to a position being posted simultaneously will be given the same consideration as if they had applied during an in-building or in-district posting for the first five (5) working days of the simultaneous posting. After five (5) working days, the position is considered open to the public.

Section 5. Non-Continuing Educators

Employees hired into positions posted after August 1st will be considered non-continuing educators. Principals may consider any certificated staff in the building, including non-continuing educators. No interview will be required, although optional per principal's discretion.

If no JEA candidates are selected, the position(s) will be posted to the public.

Any non-continuing educator maintains JEA hiring rights until June 30th. Any non-continuing educator who is on contract the last contract day of the current year and hired for the subsequent year, on or before June 30th, will be a continuing employee.

Section 6. Job Share / Job Exchange

Job exchanges and job shares may be permitted by the Superintendent or designee for the purpose of meeting the professional and personal needs of certificated employees in circumstances in which such arrangements serve students and promote the delivery of a quality educational program. Approval of job shares and job exchanges will be at the discretion of the site Administrator. The Superintendent or designee reserves the right to deny requests based upon the desire to meet the needs of the District, school, programs and most important, of students.

Certified employees who have not achieved tenure in the District or who have been placed on a Plan of Improvement within the previous three years are not eligible for consideration.

A. Job Exchanges:

The certificated employees shall return at the end of that time to a comparable assignment for which they are qualified. A job exchange agreement shall be for a duration of one (1) or two (2) school years.

Proposals for job exchanges must:

1. Be initiated by the participating certificated employees;
2. Be submitted to the Superintendent in writing prior to March 15th
3. Include signatures verifying the approval of the participating certificated employees and the affected administrator(s), and;
4. Include a statement specifying the duration of the proposed agreement.

B. Job Shares:

A job share agreement shall be for a duration of one (1) or two (2) school years.

Proposals for job share request must be submitted on the district form and include the following:

1. Description and location(s) of the positions to be shared;
2. Definition of each partner's proportion of the FTE, salary, insurance benefits, and leaves;
3. Description of how the duties of the position will be shared by the partners, and;
4. Statement of which partner will retain the right to the position should either or both of the parties elect to not continue the job share.
5. Statement that it is understood that all hours of one position (prep-time, lunch time, inservice, meetings, training etc.) are shared between the two partners.

Adjustments to these statements may be approved by the Director of Human Resources or their designee.

C. Disruption to Job Share:

Should one of the job share partners cease employment during the job share, the remaining employee shall be given 14 (fourteen) calendar days to find a new job share partner to step into the job share application as written, if the employee chooses.

1. If a new job share person is not secured, the employee will be given the option to assume the position's FTE of the job share agreement.

2. If the employee is unable to fill the position's FTE, a conversation will occur with JEA leadership, the District and the employee to reach a mutually agreed upon resolution.

If the job share for one or both employees was initiated when coming off an approved leave of absence, the employee shall be considered a displaced employee.

D. Ending a Job-Share:

1. Each job share participant shall return to their previous full-time equivalency held immediately prior to the job-share.
2. If the job-share for one (or both) partner(s) was initiated out of a Leave of Absence, the placement rights of those returning from LOA apply.
3. When a job share initiated and both employees are from the same school site they shall have job rights to return to their previous full-time equivalency within that school.
4. When a job share initiates and one educator is from a different school site, one shall have the job rights to their full-time equivalency within that school site and the other becomes a displaced employee, entitled to their previous full-time equivalency, and is subject to placement according to this article. This choice will be indicated on the job-share application.

Section 7. Building Closure and Consolidation

A. Building Closure

In the event of a building closure, **educators who are impacted will be subject to section 2 of this article.** ~~here any reduction in enrollment does not result in a reduction in staff, no certificated position in the affected buildings shall be declared vacant except in cases of voluntary transfer, retirement, leave of absence, death, or resignation. The certificated employee in the closed building shall have a one-time only first option for any vacancy in the District for which they are qualified.~~

B. Consolidation of School Process for Placement

1. **Right of assignment "Administrators reserve the right to assign and/or re-assign educators within their school site for positions in which educators are certified and when appropriate"**
2. **Consolidation is not considered a closure.**
3. **Optional program educators, if affected, will move as a program to a different physical location. They would not be considered in the consolidation**

process

- 4. Educators assigned to the affected school will comprise the consolidated seniority list.**

Placement will follow in this order:

- a. The list of positions needing placement will be based on the needs of the whole district and every building, considering the course offerings.**
- b. The most senior educator from the consolidated list will have the first choice of assignment amongst the identified positions needing placement (most senior selects first) and will be placed based on their seniority rank first, followed by certification and/or qualifications. The educator will also be allowed to indicate their desired subject area (if applicable). This process continues in order of seniority until all educators have been placed.**
- c. After all educators affected by the consolidation are placed and there are educational needs not met, the district will use Section 2 of this article.**

Section 8. Rights of RIF

A RIFed certificated employee shall be given notice that they may:

- A. Take a leave of absence for no more than two (2) years with no loss of seniority. An employee on RIF status can apply for and receive a leave of absence at any time prior to receiving a recall notice.
- B. Continue full health and life benefits at their expense as may be required by statute.

Relating to affirmative action goals only under the following conditions, a minority applicant is newly hired for the position or placed in the position from their current placement on the Reduction In Force (RIF) list; The vacancy which would be created by the potential voluntary transfer would have been in an area for which no minority applicant on file or the RIF list is certified to hold.

No new certificated employees shall be hired until all RIFed regular certificated employees with recall rights have been recalled or decline the opening. Such recall shall be based on seniority.

A RIFed certificated employee shall be offered a position for which qualified, for the percent of FTE held at a time of the reduction in force.

A RIFed certificated employee shall not lose their place on the seniority list by refusing a position in a specialty area as stated in [Appendix A](#).

Notice of Recall shall be sent by certified mail to the address provided to the District by the employee. The employee shall have five (5) week days, excluding holidays and weekends, from the receipt of written notice to accept the offer of reemployment. If the offer of reemployment is declined or if the District has not received timely written notice of acceptance, the teacher shall be removed from the Recall List and shall forfeit all rights under this section. It is the responsibility of the RIFed employee to keep the District apprised of current contact information. Steps of a Reduction in Force (RIF) shall occur in accordance with A.S. 14.20.177 and according to the following procedure which is in the order of priority:

- a. The reduction in force will be accomplished through normal attrition.
- b. All emergency certificated employees shall be RIFed first provided there is a certificated employee available to fill the position.
- c. No tenured certificated employee shall be RIFed until all non-tenured certificated employees have been RIFed.
- d. Notwithstanding a. through c. above, no certificated employee shall be assigned or returned to a position for which they are not qualified on the basis of training, experience and/or endorsement.
- e. Reduction in Force will occur according to the reverse order of seniority (last hired, first laid off).

ARTICLE 13

Academic Freedom

It is the intent of the parties to assure that teachers enjoy academic freedom in the District. Academic freedom shall mean that certificated employees are free to present instructional materials which are pertinent to the subject and level taught, within the outlines of the appropriate course content and within the planned instructional program as determined by normal instructional and/or administrative procedures. Academic freedom shall also mean that teachers shall be entitled to freedom of discussion within the classroom on all matters which are relevant to the subject matter under study and within their area of professional competence, assuming that all facts concerning controversial issues shall be presented in a scholarly and objective manner and assuming that all discussion shall be maintained within the outlines of appropriate course content, be pedagogically justifiable, and be subject to standards of good taste.

It is the intent of the parties that this Article shall not apply to routine differences of opinion or disagreements among the faculty or between the faculty and the administration regarding curriculum, methodology, selection of materials, or conduct of classroom teaching and shall not apply to criticisms and critical analysis resulting from the normal evaluation of classroom

teaching performance, but shall be utilized only to process claims that academic freedom as defined in the paragraph above has been clearly and positively breached by some specific, definitive act or order of the Administration or Board.

ARTICLE 14

Personnel File

Each certificated employee shall on request, have the right to inspect the contents of their complete personnel file kept in the District Personnel Office. Anyone, at the certificated employee's request, may be present during this review.

On request, one copy of any documents contained in the file shall be afforded the employee at the District's expense. Additional copies will be at the employee's expense. No secret, duplicate, alternate or other personnel file shall be kept anywhere in the District, except as set forth in this article. The District may maintain documents and or records as determined necessary for future reference. Each certificated employee's personnel file shall contain the following items: evaluation reports, copies of annual contracts, record of teaching certificate, transcript of academic records, teacher retirement system forms, application materials, required training documentation, and letters of reprimand.

Letters of reprimand shall be filed in the employee's personnel file in a timely manner. Unsubstantiated allegations and other complaints that do not result in a formal reprimand shall not be placed in the personnel file.

Copies of all annual evaluation reports and other materials to be placed in the certificated employee's file will be forwarded to the employee, and the employee will be afforded the opportunity to attach his/her comments.

It is recognized that during the evaluation process, an evaluator may need to maintain an anecdotal record in order to aid the evaluation process. After signed acknowledgement is received from the educator, any anecdotal records for evaluation purposes kept beyond the completion of the annual evaluation shall be placed in the personnel file. An employee may request that such material related to evaluation be removed from the employee's personnel file and returned to the employee at the end of thirty-six (36) calendar months from the date of the completed evaluation.

Confidential references and information originating outside the District obtained by the District in the process of evaluating the teacher for initial employment shall not be available for inspection or response by the non-tenured teacher.

ARTICLE 15

Disciplinary Action for Just Cause

No certificated employee shall be disciplined, suspended, formally reprimanded, or demoted without just cause. It is not the intent of the parties to limit the application of AS 14.20.170.

Formal reprimands will result in a written record being placed in the employee's personnel file.

At the end of thirty-six (36) calendar months, an employee may request that the formal reprimand be removed from the employee's personnel file. Upon this request, the District may remove such materials if there has been no recurrence of a like nature. If the District declines to remove the formal reprimand documents, the Human Resource Director or designee will meet with the Employee to discuss the reasoning for their decision.

ARTICLE 16

Medical

Repealed

ARTICLE 17

Insurance

Section 1. Health Insurance

The District agrees to pay **85% of** the following **annual** health premiums per educator (0.5 FTE or greater) to the JEA Health Trust or JEA's designee, as follows:

- ~~1. 2022-2023 \$1634 per month~~
- ~~2. 2023-2024 \$1644 per month~~
- ~~3. 2024-2025 \$1654 per month~~

If a teacher works less than ~~less than~~ 0.5 FTE and opts to have District health insurance coverage, the District's health insurance payment will be proportional to the percent of the full-time equivalency the teacher works.

~~The Association, if necessary, will be allowed to make a mid-year adjustment to the employee's portion of health care contributions. This request must be submitted to the District prior to November 15 or after February 15. (Sunsets June 30, 2025)~~

The District will electronically send a reminder in preparation for the upcoming year regarding open enrollment for health insurance.

Section 2. Life Insurance

The basic life plan shall be equal to ~~two~~ **three** times the employee's annual salary rounded to the next higher \$1,000 ~~up to \$200,000~~. For employees hired after July 1, 2015, or who are age 70 or younger on July 1, 2015, life insurance shall be reduced according to the following schedule:

Age of Employee	Percentage Paid
70 through 74	65%

75 or older

50%

Five thousand dollars (\$5,000) life insurance will be provided for spouses and dependent children according to the following schedule:

Spouse	\$5,000
Children	\$5,000

The life insurance benefit will include accidental death and dismemberment at the specified rate. In the event of accidental death, the insurance will double the specified amount.

Section 3. Travel Insurance

All certificated employees covered under this Agreement shall be covered by a \$200,000 accidental death policy while on approved travel from the District. This shall be provided to cover all commercial travel by plane, boat or automobile while on District approved travel leave, at no cost to the employee.

ARTICLE 18

Leave

The educator shall be expected to prepare substitute plans for all absences covered in this Article that does not require a long-term substitute. The educator shall be expected to prepare at minimum a set of emergency substitute plans, which provide basic classroom information, schedules, rosters and emergency response plans. Otherwise, sub plans should also include academic plans for the day the teacher is absent.

Section 1. Sick Leave

A. Sick Leave

Sick leave may be taken by a certificated employee for personal injury or illness or for illness within his/her or spouse's immediate family, which requires the attendance of the employee or when his/her presence on the job could jeopardize the health of fellow employees or students.

Immediate family is defined as parent, parent-in-law, brother, sister, husband, wife, son, daughter, grandparent or person with whom one has had association equivalent to these family ties.

A false statement by a teacher regarding sick leave is sufficient grounds for cancellation of a teacher's contract and recommendation for revocation of their teaching certificate in accordance with 4AAC 15.040.

Accrual is pro-rated at a rate of one and one-third (1 1/3rd) days for each calendar month or each major portion of each calendar month of actual service in accordance with 4 AAC 15.040.

Certificated employees on extended contract shall accrue additional pro-rated hours of sick leave based on the number of days in contract beyond the current school year contract.

Sick leave shall be credited to the certificated employee at the beginning of the school year.

Certificated employees shall be allowed to use accumulated sick leave for life threatening illness in the immediate family. A total of up to fifteen (15) days of accumulated sick leave may be used for bereavement, miscarriage, imminent death, or death in the immediate family. This leave may be extended upon approval of the Superintendent.

If a certificated employee's illness is in excess of the number of days sick leave/sick leave bank to which the employee is entitled, the employee shall be paid the difference between the cost of a substitute and the employee's daily salary, provided the employee returns to duty within (20) teaching days after using the employee's accumulated sick leave/sick leave bank.

The District shall abide by State law in regard to sick leave transfer. AS 14.14.107 (b): "A certificated school district employee who changes employment from one school district to another, or from a school district to the Department of Education, or from the Department to a school district, may transfer all of the cumulative sick leave to the new employer. It is the responsibility of the employee to notify the new employer, within 90 days of commencing work, of the number of days to be transferred."

Section 2. Medical and Parental Leave

A. Family Medical Leave

Eligible employees shall be covered by the provisions of the Family Medical Leave Act (FMLA) and Alaska Family Leave Act (**AFLA**). **Any leave time in paid status will be considered hours worked.** During the time an eligible employee qualifies for this benefit, the District will maintain coverage as required. The District will inform the employee of eligibility upon completion of required documents. Employees are required to complete the required documentation to become eligible for this benefit. To use FMLA or AFLA for purposes of the birth or adoption of a child, please see Section 7 Parental Leave.

The Board shall provide Parental Leave to all expectant parents according to the provisions of the Alaska Pregnancy, Childbirth, and Family Leave Act or the Federal Family and Medical Leave Act. An employee may request up to sixty (60) days of accumulated sick leave if the request is related to the birth or adoption of a child. Any other leave pursuant to such a request (up to thirty [30] additional days) shall be leave without pay or personal leave unless the teacher otherwise qualifies for use of sick leave pursuant to this contract.

B. Extended Medical Leave

Should an employee need additional medical leave under this section, they may request Extended Medical Leave. This leave should be considered when FMLA, AFLA, personal leave, sick leave, sick leave bank, and sick leave donations have been exhausted. This leave is unpaid. Should an employee wish to maintain health insurance, they may be eligible for COBRA coverage.

Should an employee return to work within 15 workdays of the end of a semester (or end of the school year for elementary), instead of returning to their position, the Superintendent or designee may assign the employee to other meaningful work in the interim. Additional medical documentation may be required. Leave is approved at the discretion of the Superintendent.

C. Family Leave

The Board shall provide Family Leave in conformance with applicable federal and Alaska statutes provided that such statutes shall not be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any benefits of the Agreement.

D. Extended Parental Leave

An employee may request additional release time from work under this section when related to the birth or adoption of a child. This leave should be considered when FMLA, AFLA, personal leave, sick leave, sick leave bank, and sick leave donations have been exhausted. This leave is unpaid. Should an employee wish to maintain health insurance, they may be eligible for COBRA coverage.

Should an employee return to work within 15 workdays of the end of a semester (or end of the school year for elementary), instead of returning to their position, the Superintendent or designee may assign them to other meaningful work in the interim. Leave is approved at the discretion of the Superintendent.

Section 3. Personal Leave

Personal leave will be prorated for those teachers working less than a full-year. Each certificated employee will be entitled to ~~four (4)~~ **seven (7)** days of paid personal leave annually, and will be allowed to carry a maximum of ten (10) days each year. At the end of the school year, if more than ten (10) days remain unused, the District will pay the teacher ~~\$175~~ **at the educator's daily rate prorated by hourly pay** per day for any unused days over the allowable ten (10) days. Upon request, educators can cash out accrued unused leave at any time during the educators' regular contract year ~~at a rate of \$175~~ **at the educator's daily rate prorated by hourly pay** ~~prorated~~. Upon separation of employment, and completion of their existing contract, any unused personal leave shall be automatically cashed out at **the educator's daily rate prorated by hourly pay** ~~the \$175 per day rate, prorated~~.

Leave may be taken upon twenty-four (24) hours' notice to the appropriate supervisor, provided that not more than ~~10~~ **15** percent (~~150~~¹⁵%), but at least one certificated employee of a building may be on personal leave at the same time.

Personal leave may not be taken during the first five (5) days and the last five (5) days of the school year, scheduled in-service days, or during the scheduled parent/teacher conference periods or scheduled teacher workdays.

The Superintendent may allow waivers to the above restrictions for special circumstances such as but not limited to, a child's wedding, school graduations, sport events, etc. If no response is received in 10 working days, the leave will be considered approved.

Section 4. Association Leave

A. NEA-Alaska/NEA Office Leave

Any professional employee elected to an office in NEA-Alaska or NEA which requires their full-time absence from the District will be granted Association Office Leave at their request. This leave will normally be for an entire teaching year. During the period of leave, the employee will receive the salary they would normally receive while performing their teaching duties; including all rights of tenure, retirement, advancement, and any other rights the educator would normally receive. In return, the School District will be reimbursed by JEA for the salary and benefits paid to the employee. This section of the Agreement will take effect only upon the receipt by the District of a binding agreement from JEA that these funds will be reimbursed by those organizations.

Upon completion of the Association Office Leave, the employee is guaranteed the same or equivalent position to the one they left.

B. JEA Leave

The Board shall provide the Association a base of fifteen (15) days of Association Leave, plus one (1) day of Association Leave for every ten (10) Association members, or thirty- five (35) days, whichever is greater.

The Association President will be provided an additional eighteen (18) days to conduct Association business. Additionally, the President will be granted twelve (12) extra leave days or up to 0.50 FTE release time at the discretion of JEA. JEA will notify the Human Resources Director of their choice of either twelve (12) additional days or up to .50 FTE prior to June 1 in writing for the following contract year. If the up to 0.5 FTE is chosen, salary, TRS, and Medicare for up to 0.5 FTE will be at the expense of JEA. JEA will provide confirmation regarding TRS eligibility, as approved by the Division of Retirement and Benefits. The President shall retain all rights and seniority for their position during their release time. This leave is non-transferable.

Association Leave shall be at full pay, and shall be ~~granted~~ **acknowledged** by the Superintendent within twenty- four (24) hours prior to such leave being used.

If additional days beyond those provided by the above formula are needed, the Association may buy additional days and shall reimburse the City and Borough of Juneau School District for the **average cost of the advertised pay rate** ~~cost~~ of a substitute teacher if one is employed, as a direct result of said leave. Costs include the hourly substitute rate of pay multiplied by the number of hours worked plus associated payroll taxes (SS, Medicare, Worker's Comp).

All Association leave shall be approved by the Association President prior to leave being taken.

C. Negotiation Leave

The Board shall provide to the Association each school year negotiation leave to be used only for negotiations. Negotiation leave shall be defined as leave used at mutually- agreed times in which the District and Association are engaged in active bargaining.

Negotiation Leave can only be used by up to five (5) JEA bargaining team members. The Association President shall approve all negotiation leave.

D. Other Association Leave

Leave time necessitated by the duties attendant to any elected or appointed office held by a member of the JEA in the State or National affiliates shall not be charged to the leave time of the JEA as granted in this Article.

The JEA, directly or through its affiliates, shall reimburse the City and Borough of Juneau School District for the **average cost of the advertised pay rate** ~~cost~~ of a substitute teacher if one is employed as a direct result of said leave. Costs include the hourly substitute rate of pay multiplied by the number of hours worked plus associated payroll taxes (SS, Medicare, Worker's Comp).

ARTICLE 19

Vandalism and Personal Property Damage

The District shall reimburse certificated employees for costs incurred when clothing or other personal items are stolen, damaged or destroyed when the employee is at school or while discharging official duties off the school site. Other personal items include those commonly worn such as jewelry and watches, and items that the Administrator has authorized to be used in the classroom.

Damage, theft, or destruction must be reported to the supervisor prior to leaving that activity or facility or as soon as possible if the supervisor is not available. The burden of proof of theft or damage and value of theft or damage shall be the responsibility of the certificated employee.

Such reimbursement shall be granted for items valued at \$20.00 (twenty dollars) or greater. The District will not reimburse more than \$1000.00/year to any certificated employee.

In any event an automobile is damaged by vandalism, the District will reimburse up to \$500.00 per incident.

ARTICLE 20

Association Representation

Section 1. Districtwide Committees

The Association may request representation to serve on Districtwide committees related to the

certificated employees' responsibilities. A list of Districtwide committees will be provided to the JEA President by September 1st. Notification of initial meeting dates and times will be forwarded to the JEA President.

Section 2. Right to Research

The Board agrees to allow the Association the right to research all available public information and material required by the Association in exercising its responsibility as official representatives of the certificated employees, provided this activity does not conflict with the normal activity of the District.

ARTICLE 21

District and School Committees

Section 1. Committee Participation

The JEA and the District firmly believe that professional participation in all phases of the educational process by certificated classroom teachers, both district-wide and within specific school sites, is vital. Participation in curriculum development and implementation is a professional responsibility.

When the District and/or schools create committees, including but not limited to District calendar, budget, staffing, curriculum or student performance assessments, the committee shall have the involvement of certified employees. The association shall be requested to solicit participation from the membership for said committees.

At least one (1) member of such bodies shall be a JEA representative appointed by the JEA president. Participation beyond the 37.5 hour week shall not be required.

Section 2. Interview Committees

When an administrator convenes an interview team, they will seek individuals to participate in the interview committee process. Administrators will send an email to certified stakeholders offering the opportunity to volunteer on the committee. When hiring for paraeducators, administrators will extend an invitation to all Special Education Teachers who will work with the paraeducator.

An employee may decline to serve on an interview committee that is scheduled to occur beyond the contract day or year. An employee will not experience any adverse employment action for declining to serve on an interview committee. Hiring committees shall be on a volunteer basis. There is no compensation for serving on an interview committee.

Section 3. Workload Review Committee

A Workload Review Advisory Committee will be established during the 22-23 school year. The goal of the committee will be to review teacher workload within different grade levels, subject

areas, specialties, etc. The committee will consist of six permanent members, including three each from JEA and District administration, and four ad-hoc members, two from JEA and two from District administration, who will represent the different job areas represented by certified teachers. The JEA representatives will be selected by the Association President or their designee, and the district representatives will be selected by the Superintendent or their designee.

During the 23-24 and 24-25 school years, the committee will review workloads of the different groups of teachers represented by JEA, to include the effect of current initiatives and requirements on those groups. The committee will review new programs, initiatives, grants, curriculum, or changes to existing programs and their effects on JEA members/member groups. The committee will consider all of these and develop plans for implementation, to include problem solving where necessary. The committee will submit meeting notes to the Superintendent and Association President.

ARTICLE 22

Safety

Juneau School District (JSD) and the Juneau Education Association (JEA) are committed to maintaining a safe working and learning environment for teachers **as well as promoting and supporting anti-violence in our schools.**

Section 1. Site Safety and Health

The District shall notify ~~teachers~~ **educators** of known building conditions which may pose a health hazard. Investigative reports of building conditions shall be provided to each school site and maintained in a central location.

The ~~D~~District shall provide ~~that~~ each site ~~has~~ **with** a communication system (e.g. dedicated phone number, extension, intercom system, etc.) in place for an internal rapid response. The safety committee at each site shall make recommendations to the building principal for all staff to receive annual site-based training. A written protocol will be provided to all employees in the building.

The District shall notify ~~teachers~~ **educators** of known threats to health or safety, including possible exposure to contagious disease. No ~~teacher~~ **educator** shall be required to search for a bomb or other destructive device.

The District shall annually notify ~~teachers~~ **educators** that District facilities are under video surveillance.

The District shall maintain a Bloodborne Pathogen Exposure Control Plan. The plan will provide annual training and the Hepatitis B vaccination series, at no cost, to the employee whose position has been identified in the Exposure Determination

section of the Exposure Control Plan or has been exposed to blood and/or Other Potentially ~~Infectious~~ **Infectious** Materials (OPIM). Vaccination requests and/or reimbursement shall be submitted on the ~~the~~ District provided form located in the Bloodborne Pathogen Exposure Control Plan.

Each school site will have a safety committee, which includes two (2) members appointed by JEA. The committee will recommend safety practices and procedures to the building principal.

Should an employee experience time loss (~~as defined by Alaska law~~) due to an injury on the job, the JEA President or designee shall be notified.

Section 2. Student Conduct and Discipline Procedures

The administrator and the staff shall collaboratively develop and/or review the building discipline procedures annually in the fall. Duties, responsibilities and relationships of all personnel assigned responsibility for enforcement of discipline policies shall be established by the administrator. A copy of the student discipline plan shall be provided to ~~teachers~~ **educators** and shall be available for parents; upon request. (Additional student discipline policies can be found in School Board Policy 5000 series.)

Building procedures shall address standard methods to be utilized by ~~teachers~~ **educators** before an administrative referral is made. Such methods may include, but not be limited to, student conference, meeting with parent/guardian, counselor referral. There should also be procedures established to define how to respond to cases of extreme or unusual breaches of discipline, including but not limited to, physical assault.

~~Teachers~~ **Educators** shall be informed when being assigned a student(s) with a known medical problem or history of behaviors that could present a threat to the safety of students or staff. ~~Teachers~~ **Educators** receiving confidential information shall maintain student privacy rights. (Family Educational Rights and Privacy Act (FERPA) 20. U.S.C. Sections 1232g; 34 CFR Part 99)

Consistent with AS 14.33.120, ~~teachers~~ **Educators** shall be notified of Juneau School District's disciplinary and safety program **that is consistent with AS 14.33.120.**

Section 3 WORK-RELATED INJURY *(maintain bold formatting of Section 3)*

An educator who suffers a work-related injury is required to notify their supervisor in a timely manner and to complete the appropriate reporting forms. When an educator experiences a work-related injury, within 24 hours of the event, the supervisor will work to find a mutually agreed upon time to communicate with the educator to discuss the incident and identify support(s). The educator may request an additional meeting to discuss support for a work-related injury that includes, but is not limited to, the building administrator and Director of Operations.

The District will pay to replace or repair the educator's clothing, dentures, eyeglasses, hearing aids, or similar items that are damaged or destroyed as a result of work-related injury.

For the purpose of this agreement, assault is defined as a physical behavior that results in an injury upon a person.

If the educator experiences a work-related injury due to an assault, the educator and supervisor will take the steps outlined below.

I. Work-Related Injury by Another Adult

If an assault occurs while performing the educator's job duties, the District will document the assault and provide the following support(s) at the request of the educator:

A. The District will report the assault to the local law enforcement.

B. The District will provide counseling, legal, and/or other support(s) through the Employee Assistance Program.

C. The District will support the educator by, but not limited to ensuring the administration presence at meetings to which the adult will be present, and requesting a trespass order from local law enforcement.

D. The supervisor will meet with the educator to discuss additional support(s) that may be needed.

II. Work-Related Injury by a Student

When an assault by a student occurs against an educator, the educator may file a police report. The District will document the assault and provide the following support(s) at the request of the educator:

A. The administrator will provide the student with an environment to de-escalate. The student will be removed from the classroom to protect others from further injury if necessary. This removal is temporary for the purpose of de-escalation and safety. The removal does not constitute a suspension.

B. Before the student is returned to the assaulted educator's classroom, the administrator will hold a conference with the educator, student, parents, and other necessary staff members to discuss the return to the classroom and any support(s) for the educator and student's success. This meeting must be held within three (3) days of the student's return to the school and include the educator. If the

educator is not available for the meeting within three (3) days of the student's return, the absence may not delay the student's return to their classroom. The absence of any other participant will not delay the student's return to the classroom.

C. The educator will be provided an opportunity to work with the administrator and other staff members (i.e. behavior coach, school psychologist, or counselor) for support in addressing the student's behaviors.

Section 4. Workers' Compensation

An employee injured while performing employment duties must complete the District's Accident/Injury Report form and Workers' Compensation Claim within three (3) workdays of the incident and submit the forms to the employee's supervisor. Forms shall be available in all school offices.

Section 5. Educator Absence Related to Work Injury

Whenever an educator is temporarily absent from school and temporarily unable to perform their duties due to a work-related injury, the educator will be paid full salary and benefits less the amount of any workers' compensation payments or payments made for temporary or partial disability. Such temporary absence will not be counted against the employee's accrued sick leave. In no case shall an employee be entitled to receive an amount that exceeds their regular gross pay.

ARTICLE 23

Grievance Procedure

Section 1. Definitions

GRIEVANCE - Any claim by a certificated employee, group of certificated employees, or the Association that there has been an alleged violation, misinterpretation or misapplication of the terms of the individual's contract, or a provision of the negotiated agreement. The grievant shall have the right to have the Association represent him/her.

GRIEVANT - The person, persons, or the Association making the complaint.

ASSOCIATION GRIEVANCE -The Association shall have the right to file a grievance in instances where no certificated employee is eligible to file that same grievance.

CLASS ACTION GRIEVANCE - In instances where more than one certificated employee is eligible to file identical grievances, the grievance shall be filed in the name of one of the eligible grievants. All testimony and evidence generated collectively by the eligible grievants shall be presented in the one grievance filed in the name of the individual certificated employee. The resolution of the grievance shall apply to all certificated employees in like circumstances, whether or not they were signatories to the grievance.

TIME LIMITS - The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. In the event the grievant files the grievance at the wrong level, the district will forward it to the appropriate level with no loss of time limits.

Section 2. Procedure (see also Appendix I)

Failure of the District or its representatives to comply with the time limits at any level of the grievance procedure shall result in the grievance being forwarded to the next level. Time limits may be extended by mutual agreement provided the applicable time limit has not already expired.

Whenever an incident or problem occurs, the employee should first try to resolve the issue through informal conversations with their immediate supervisor. It is the recommendation that the employee informs the Association of the issue and invites an Association Representative to participate in the informal conversations. The parties acknowledge that it is usually most desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Application of time limits begin thirty (30) days after the incident or problem occurs or when the employee should have reasonably known. Should such informal processes fail to satisfy the employee, the Association may process a grievance as follows:

Step 1. The employee shall present the grievance in writing within thirty (30) work days, excluding summer vacation, after the aggrieved person knew of the act or condition on which the grievance is based. The thirty (30) work days include the informal conversation with the immediate supervisor. If the employee's position is districtwide, the grievance will be filed with their immediate supervisor. If the employee reports to supervisors at multiple sites, or for a class action or Association grievances, the grievance will be filed with the Human Resource Director (or designee) and the employee's supervisor(s). The certificated employee shall state alleged violation, all pertinent information and resolution sought, to the employee's supervisor on the approved grievance form who will arrange for a meeting to take place within five (5) work days after receipt of the grievance. The supervisor must provide the aggrieved certificated employee with a written answer stating alleged violation, all pertinent information and rationale supporting the response, on the grievance within five (5) work days after the meeting. This written answer from the supervisor will include electronic confirmation that the Human Resources Director has been notified of the decision. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance, and this right shall apply to each succeeding step in the grievance procedure.

Step 2. If the grievance is not resolved at Step 1, then the aggrieved shall refer the grievance, in writing, stating alleged violation, all pertinent information, and the supervisor's response to the Superintendent or designee, within ten (10) work days after receipt of the Step 1 answer. The Superintendent shall arrange for a meeting with the aggrieved to take place within ten (10) workdays after his/her receipt of the appeal. Upon conclusion of the meeting, the Superintendent will have ten (10) workdays in which to provide his/her written decisions to the aggrieved.

Step 3. If the grievance is not resolved at Step 2 then the aggrieved shall refer the grievance in writing, setting forth the nature of the grievance, all pertinent information, and the basis for appeal from the decision of the Superintendent to the President of the School Board (copy to Superintendent) within five (5) work days after receipt of the Step 2 answer. The President of the School Board shall, within five (5) workdays, appoint a panel of three (3) members to conduct a hearing within ten (10) work days. All information used as evidence in the grievance shall be made available to both parties. The hearing shall be informal and technical rules of evidence will not be observed. The hearing may be in private, whenever it involves consideration of matters that are required to be confidential by law. In other situations, the hearing shall be held in private at the option of the employee, to the extent permitted by the Alaska Open Meetings Act. A tape recording of the hearing shall be made. Upon conclusion of the hearing, the panel shall present their findings and make recommendation to the Board. A decision will be rendered at the next regular Board meeting. The aggrieved shall be given a decision in writing from the Board within five (5) work days after the next regular School Board meeting or twenty (20) work days following the hearing, whichever is first. Such statement shall contain a brief summary of the Board's findings and the conclusion reached.

Step 4. If the grievance is not resolved at Step 3, the grievance at the discretion of the Association may be submitted to an arbitrator within thirty (30) workdays, excluding summer vacation, of the receipt of the response of the Board of Education. The Arbitrator will be selected according to rules of the American Arbitration Association. The grievance will be resolved according to the rules of the American Arbitration Association. Each party shall bear its own costs, and the costs of the Arbitrator shall be shared equally by the Association and the District.

Section 3. Grievance Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a confidential grievance file maintained by the District separate from the regular personnel file(s) of the affected certificated employee(s).

Section 4. No Reprisals

No reprisals shall be taken by party or parties involved in the grievance procedures against the other party or parties.

Section 5. Implementation

The implementation of a grievance remedy will be accomplished within twenty (20) workdays or a time mutually agreed upon by the District and Association in keeping with the resolution of the grievance.

ARTICLE 24

Teacher Evaluation

Teachers shall be evaluated in accordance with Alaska Statutes, the District evaluation policy and the procedures outlined in the Certified Staff Evaluation System. The Certified Staff

Evaluation System is located on the JSD web site or may be requested from the Human Resources office. The teacher must be informed of the right to review each written evaluation prior to its deposit in the personnel file and of the right to comment in writing on any matter contained in it.

Video surveillance footage captured on the exterior or interior of school facilities cannot be used for evaluative purposes of members, nor can it be put into a member's personnel file for evaluative purposes; however, video surveillance footage may be used for the purposes of disciplinary action or exonerating members if an incident merits that the footage be reviewed. Review of the footage must take into consideration the lack of audio recording when audio is not recorded.

Upon request, teachers have the right to a supplemental written evaluation by another District administrator designated by the Superintendent in accordance with paragraph 1 of this article.

All observation and evaluation documents are confidential except in cases involving non-retention.

ARTICLE 25

Association Security

Section 1. Payroll

- A. The Board shall assure that the Payroll Department will make bi-weekly payroll deductions for the following:
 - i. JEA Dues (*See sub-section B of this section*)
 - ii. Tax deferred or sheltered annuity programs
 - iii. Health Insurance Costs as assessed by JEA as authorized by individual employee

Certificated employees shall have the option of Direct Bank Deposit of their paycheck. Direct Bank Deposit shall be forwarded to the designated parties not later than the payday of the same pay period that the checks were issued, and every effort will be made to forward payroll deductions as rapidly as possible.

The District will operate at least a 403(b), and a 457(b), retirement plan program in compliance with Internal Revenue Code and other applicable laws. Third party administrative charges will be paid by the District.

- B. JEA Dues Deductions
The payroll officer is authorized to deduct the professional dues from a member's salary who has enrolled in the Juneau Education Association that includes dues in JEA, NEA-Alaska, and the National Education Association.

The deductions shall be made in twenty-one (21) bi-weekly equal installments over the contract payment period, beginning with the first contract payment of the school year. Deductions for members on less than a full-year contract shall begin on their first contract payment and end on their last contract payment.

This authorization for dues deduction is valid as long as they are an employee of the City and Borough of Juneau School District, or until a written cancellation is submitted to the payroll clerk prior to September 15, in any school year. This does not constitute a cancellation of membership. The name of anyone who cancels their dues deduction shall be sent to the JEA President and the JEA treasurer within seven (7) working days.

The District will include the following information in the Pay Period End (PPE) reconciliation:

1. Full first & last name of all certified JEA members including long-term substitutes
2. Dues deduction amount

The District will provide the following information annually, by September 15, October 15 and November 15:

1. Full name (first & last) of all certified JEA members including long-term substitutes
2. FTE allocation
3. School site location(s)

Section 2. Use of School Facilities and Equipment

The Association shall have the right to use school facilities and equipment at reasonable times, when such equipment is not otherwise in use. Any costs incurred in such use shall not exceed costs borne by the District.

The Association shall have the right to use the certificated employee's mail boxes for distribution of materials, along with the use of the inter-school mail system for distribution. No reasonable request to conduct an Association meeting at any school shall be denied.

Section 3. Association Right to the Board Agenda

At least one day prior to each regularly scheduled Board meeting, the Board shall electronically deliver a copy of the official agenda and Board packet, to include the Association President and all certificated staff.

Section 4. Association Membership

- A. Association membership will be open to all employees defined in Article 1, Section 2. Association membership and dues collection commences once the District and the

Association receive a completed membership form. Membership is considered continuous if an employee signs the salary placement statement on or before June 30th. Any member on a non-continuing employee contract who is hired in the subsequent year, without a break in service, will be a continuing member. Any non-continuing employee maintains JEA hiring rights until June 30th.

- B. Bargaining unit members shall meet their obligations under this section through payroll deduction pursuant to the authorization on the membership form.
- C. Employees will not experience adverse employment actions based on Association membership status. The Association shall have the right to bring a collection action against an Association member who wrongfully refuses to pay dues.
- D. If any portion of this Section, or a similar provision in place for another bargaining unit in the State of Alaska, is invalidated or called into question, by a decision of the Alaska Supreme Court, a federal court for the District of Alaska, a federal circuit court of the appeals for the Ninth circuit, or the United States Supreme Court, then that portion of this Section shall not be enforceable. The parties shall meet as promptly as is reasonably feasible to negotiate a replacement for an invalidated or questioned provision.
- E. The Association shall indemnify and hold the Board, the Juneau School District and their employees and agents acting on behalf of the District harmless for all liability that arises, and shall pay all costs and attorneys' fees incurred, as a result of any action taken, or alleged to have been taken, by the Board or the District to comply with this Section. This indemnification shall not apply to any claim, demand, suit or other form of liability that may arise solely as a result of any negligence or willful misconduct by the Board.
- F. A list of all new hires and separations from JSD will be provided electronically via the School Board Certified Board Report to the JEA President and designees monthly. An electronic list of long-term substitutes hired by the District will also be maintained and shared monthly-with the JEA President and designees.
- G. JEA will be provided sixty (60) minutes, not including lunch, ~~time~~ on the agenda for the August New Certificated Employee Orientation.

ARTICLE 26

Miscellaneous Working Conditions

Section 1. Telephones

The Board shall ensure access to a phone in a private location at each site.

Section 2. Vending Machines

Vending machines shall be allowed in each faculty lounge with profits going to the JEA scholarship fund. ~~JEA will assume all responsibility for the machines.~~ **Any profits incurred from each machine managed by JEA, 100% of profit will go to JEA. Any profits incurred from each machine not managed by JEA, 80% of the profits will go to JEA.**

By the last day of August, the JEA school site representative and the school's administrator will meet to determine if the association or the school will be responsible for managing the machine.

Section 3. Parking

Sufficient automobile parking space shall be provided for faculty use near each school, when possible.

To ensure safety, parking lots, including spaces, will be adequately maintained and well-illuminated.

Section 4. Mileage

All educators who travel on District business are eligible for payment according to the following:

A. Automobile travel by certificated personnel while on assigned District business which takes them away from their place(s) of primary assignment or for persons, whose regular assignment necessitates travel in any one day, shall be reimbursed for miles traveled at the current approved rate of Internal Revenue Service plus 25% to cover costs incurred to the educator's personal vehicle. The vehicle is used to provide transportation between duty stations. No reimbursement shall be made for mileage traveled by a member to the first nor from the last duty station.

B. Certificated employees whose regular assignment necessitates travel between two (2) sites in any one day on a regular and continuous basis, shall be paid a monthly stipend of \$50 for August through May (no more than 10 months). A mileage allowance form will be completed and submitted by the employee's supervisor annually by September 30. ~~(Effective date beginning July 1, 2023)~~

Certificated employees whose regular assignment necessitates travel between three (3) or more sites, on a regular and continuous basis, shall be paid a monthly stipend of \$150 for August through May (no more than 10 months). A mileage allowance form will be completed and submitted by the employee's supervisor annually by September 30. ~~(Effective date beginning July 1, 2023)~~

Employees hired after the supervisor has submitted the mileage allowance form will be eligible for this benefit for the months employed.

Section 5. Association Business

The President and the grievance officer of the Association may use non-instructional time, duty-free, preparatory, and/or before-and-after school time (As defined in Appendix A) for conducting Association business. In exceptional cases other times may be arranged by agreement between the President and his/her building principal as well as the grievance officer and his/her building principal. Any business that takes the President or the grievance officer from the building shall be arranged with the building principal.

Section 6. Discretionary Funds

The School Board shall allocate a discretionary materials fund in the amount of ~~\$250~~ **\$300** per certificated employee per school year, to be used by each employee for incidental class- related expenses.

Discretionary funds shall be separate and distinct from other departmental or grade level funds. There shall be no connection between discretionary funds and funds intended for regular budgetary disbursement in each building.

~~Requests for reimbursement and receipts verifying expenditure shall be submitted to the Principal/Program administrator and payment shall be made within twenty-five (25) working days. Request must be for at least twenty-five (\$25.00), except the last request of the year, which must be received by the last day of school, and shall include all outstanding expenditures. Eligible dates for purchase shall begin with the first day after the end of the prior contract year and end with the last day of the current contract year.~~

Discretionary payments will be paid in one lump sum before October 15th of each school year. If a certificated employee's contract is less than 140 days, the amount will be calculated by the number of contracted days divided by 140 days. (For example, if a teacher is hired to work 70 days, they would receive a check for \$150.) Any employee hired after September 30th will be paid within six weeks of the hire date.

Section 7. Per Diem

A certificated employee traveling on District business including, but not limited to, interscholastic activities, shall receive reimbursement from the District for housing plus the standard per diem authorized annually by the District for food and other necessary expenses.

Section 8. District-initiated Trainings

The District shall cover expenses as outlined in the JSD travel policy for district-initiated travel for professional development opportunities and other training beyond the number of contract days as defined in Article 9, Section 1 and the 7.5 hour work day.

When an employee attends a district-initiated training that occurs outside the work day or contracted day, whether in or out of Juneau, they shall be compensated per Article 29K, and any fees associated with the training or professional conference shall be paid by the

District. Expectations of sharing the content from the training will be communicated in writing to the educator in the initial request.

All travel expenses shall be covered for district-initiated out- of-town trainings. The employee shall not suffer from a negative evaluation for not participating in or not utilizing the training in their job assignment.

If the educator has issue with the content of a training, which may alter the expectations stated, they will schedule a meeting with the administrator who sponsored the travel.

~~Mandatory trainings may include, but are not limited to: AVID, AP Training, etc. Mandatory trainings do not include coursework for recertification or movement on the salary schedule. Mandatory trainings are defined as trainings where the employee is expected to utilize the content on a daily or recurring basis in their assignment, or if the employee is expected to train other employees on the content of the training. When an employee attends a mandatory training in Juneau, they shall be compensated per Article 29K, and any fees associated with the training or professional conference shall be paid by the District.~~

~~Non-mandatory trainings shall have no expectations of implementation of the content in their job assignment nor training of other employees. All travel expenses shall be covered for non-mandatory out- of-town trainings, in alignment with JSD travel policy. The employee shall not suffer from a negative evaluation for not participating in or not utilizing non-mandatory trainings in their job assignment. When an employee attends a non-mandatory training in Juneau, the District shall only be required to cover any fees associated with the training or professional conference. Employees participating in non-mandatory trainings are not eligible for compensation per Article 29K.~~

Members will not be asked to waive their rights.

Section 9. Employee-initiated Trainings

Employees may seek financial support from the District to attend professional development or training opportunities. Funding support is at the discretion of the appropriate budget manager (e.g. Director, Principal, Administrator, Grants Coordinator, etc.). Compliance with the JSD travel policy is dependent upon funding support (for example, if JSD provides funding for a plane ticket, the employee must comply with travel policy regarding air travel).

Employee-initiated trainings are considered non-mandatory. Non- mandatory trainings shall have no expectations of implementation of the content in their job assignment nor training of other employees.

Section 10. Lapsed Teaching Certificate

Maintaining a current teaching certificate is a professional responsibility of the ~~employee~~ **educator**. As a courtesy to employees, the District will send verifiable communication at least 30 days before expiration to impacted ~~employee~~ **educator** and the Association.

If an educator can show all required documentation (such as transcripts, training modules etc.) has been submitted to DEED, thus showing substantial compliance, and the certificate has not been received by the date of expiration, the educator will be held harmless.

If an ~~employee~~ **educator**'s certificate lapses, **and they are not able to show substantial compliance status**, the employee is in breach of contract. The ~~employee~~ **educator** will enter into a nineteen (19) consecutive work day grace period in order to obtain recertification. During that time, ~~employee~~ **the educator** may choose to work as a substitute in their current assignment at the 4-year degree substitute pay rate, or may choose not to substitute. There is no requirement for the ~~employee~~ **educator** to substitute. During this time, there are no TRS contributions and other district benefits may be affected, such as health insurance. Affected ~~employees~~ **educators** are encouraged to contact the Association and/or the District for additional benefit information.

If re-certified within the grace period, ~~employees~~ **educators** will retain salary placement and benefits, seniority, life insurance, and current assignment. The following will be prorated: personal leave, sick leave, and annual salary.

On the 20th consecutive work day, if an ~~employee~~ **educator** has not achieved recertification, an ~~employee~~ **educator**'s position is considered vacant and may be advertised by the district. In lieu of termination, an ~~employee~~ **educator** may resign on or before day 20. Recertification is considered achieved when the ~~employee~~ **educator** notifies the District of compliance which is subject to the District's verification of DEED effective date.

Section 11. Boundary Exceptions

Any parent or guardian employed at the school for which they are requesting placement for their child will be automatically placed in that building for the coming school year. An employee who is a parent or guardian of a child(ren) outside their building's age-group will be granted a boundary exception, based on their work site. Any request for boundary exception for other extenuating circumstances will be considered.

Section 12. Teacher of Record

An educator may be offered to be Teacher of Record for a class.

If a teacher is assigned to be a Teacher of Record, or Teacher of Record-online, the teacher will be provided in writing the roles and responsibilities of the teacher of record and the primary instructor and will have an opportunity to discuss this with administration prior to assignment. Assignment is at the discretion of the Administrator.

Teacher of Record refers to when the teacher is responsible for overseeing the grading, attendance, and management of a class that has an additional primary instructor.

Teacher of Record-online refers to when the teacher is responsible for grading, attendance, and management of a class in which the content and activities are developed and self-contained in an

online program, however, tutoring may be needed.

Section 13. Virtual Service Delivery

To ensure the effective delivery of online services to students, when a tele-educator is hired in order to fill a vacant position, an additional, specifically designated position will be created, hired, and assigned to the tele-educator. This individual will be present during service delivery to assist with such things as technology setup and troubleshooting, cross-referencing the tele-educator's schedule with the building/teachers/student's schedule, the student's engagement and participation, transitioning the student between settings, and addressing any immediate needs or disruptions during the session.

Section 14: Acknowledgement of Class Size Goal Excess

In the event that an educator and/or special education educator has more students on their roster beyond the Board Policy Class Size Goal, the educator will be given one day of leave per month for every two students beyond the parameters. One educator can accrue no more than one day per month. This leave would be used at the educator's discretion within the current school year.

ARTICLE 27

Contracts

Certificated employees shall enter into a signed contract with the Board in accordance with State law.

Section 1. Terms of Contract

Such contracts shall set forth the certificated employee's specific assignment, remuneration and conditions of employment. The District agrees to make regular payroll deductions in accordance with the Negotiated Agreement between the Board and the Association as authorized by the individual employee.

Section 2. Issuing Contracts

Individual teacher contracts (AS 14.20.130) shall be issued at the time of initial hire. Salary Placement Statements shall be issued annually, by the start of the next school year, to continuing employees. This Salary Placement Statement shall be amended by February 28, to reflect any change in salary placement due to increased experience and/or college credits obtained prior to February 1, that would cause movement on the salary schedule. Any earned increase on the salary schedule due to increased experience and/or college credits will be effective to the first contract day of the current school year. Notice of additional credits and/or experience earned must be submitted to the Superintendent's Office by February 1, except that an automatic extension of time shall be granted where receipt of transcripts is delayed due to circumstances beyond the teacher's control.

One semester credit = at least 15 hours of direct instruction.

Section 3. Horizontal Movement

A. The primary purpose of education steps on the salary schedule is to encourage teachers to engage in education activities which might predictably benefit the District by:

- a. Resulting in improvement of the teachers' performance of their professional duties in the district, or
- b. Preparing teachers to assume different educational duties within the District, or
- c. Enhancing the probability of interdisciplinary cooperation and interaction by improving teachers' awareness and knowledge of fields outside of their major field(s) of specialization, or
- d. Improving teachers' performance as coaches or advisors of extra duty assignment activities, or
- e. Improving teachers' general educational background.

B. Credits granted by the college to a teacher after June 29, 1991, will be accepted according to the following criteria:

Courses in education or courses that are directly related to that teacher's educational role in the District shall be allowed.

Credits from courses that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after enrolling in the course(s).

C. When a teacher has been admitted into a college degree program in a field within the scope of Section 2, all those credits from courses required or recommended by the college or the teacher's college advisor for completion of the degree program shall be allowed.

Credits from courses recommended or required for completion of a degree program that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after being admitted to the degree program.

D. An education plan, that may include preparing a teacher for a different educational role, may be approved by the Superintendent. Credits from courses taken pursuant to an educational plan that has previously been approved shall be allowed.

E. Credits granted by colleges to teachers prior to June 29, 1991, shall be accepted upon submission in accordance with the Negotiated Agreement for July 1, 1988 through June 30, 1990.

F. A teacher may, but is not required to, request the Superintendent to approve in advance, credits from a specific course or groups of courses. Such requests shall be made

to the Superintendent's Office. The Superintendent or his/her designee shall deliver to the teacher a statement of approval or disapproval together with reasons request. If no decision is delivered within fourteen (14) days, the request shall be deemed to have been approved.

G. Upon submission to the Superintendent's Office of notice of additional credits obtained, the Superintendent shall determine allowability of credits in accordance with the relevant sections of this article. Teachers shall be encouraged to support allowance of credits to assist the Superintendent in determining allowance.

The Superintendent shall deliver to the teacher a statement of this determination within (14) calendar days of notice by the teacher, except that whenever this determination would lead to denial of movement on the salary schedule, the statement of determination shall be delivered within seven (7) days.

Teacher's individual contracts shall be amended in accordance with Article 27, Sections 2 and 3 to reflect college credits obtained. Official college/university transcripts electronically submitted must be sent directly to the Human Resources office from the issuing college. Copies of electronic transcripts sent to the student and forwarded to Human Resources will not be accepted. Official sealed paper copies of transcripts will be accepted. The Superintendent may accept other evidence, such as grade reports, at their discretion when official transcripts have been requested, but have not yet been received.

Teachers shall be encouraged to submit additional information such as college descriptions when the information contained on the transcripts is insufficient to determine allowance of credits into the proper categories.

In the absence of such additional information, the Superintendent shall treat the course as being in the field suggested by the Department name. As an example, EDUC 121 would be accepted as a course in education; HIST would be accepted as a course in social studies, etc.

H. The Committee established shall continue to exist for the duration of this Negotiated Agreement. After the Committee's purpose has been fulfilled, the committee shall serve to articulate intent, suggest improvements to the Agreement and its functioning and to function as an appeal board. The Committee's purview in the above matter shall be limited to Sections 1 through 10 of this Appendix.

The four teacher members, the two administrative members, and the one Board member, or appointee, may be replaced by the Association, by the Superintendent, or by the Board, respectively. The parties recognize the desirability of maintaining a reasonable degree of continuity on the committee and of choosing, where possible, members representing a wide variety of educational roles.

I. The teacher may appeal the decision of the Superintendent to the Appeal Board within seven (7) working days of the Superintendent's denial.

The Appeal Board shall meet within fourteen (14) working days during the academic school year with the teacher in a closed session.

The appeal Board will render a decision in writing within three (3) days. That decision is binding.

J. A course shall be considered to be directly related to a teacher's education role whenever the course:

- a. Is broadly in subject area taught by the teacher (for example -history, geography, political science, courses, etc., for a social studies teacher; or physics, chemistry, biology, fisheries science, geology courses, etc., for a science teacher); or,
- b. Is in a subject which is generally considered necessary for the understanding of a subject area taught by the teacher (for example -drafting for an industrial arts teacher; or mathematics for a science teacher); or,
- c. Acquaints the teacher with practical applications or careers which use, to a substantial degree, knowledge from a field taught by the teacher (for example -journalism for a language arts teacher, science courses for a mathematics teacher, courses which survey careers in appropriate fields); or,
- d. Develop skills which are used in conveying information or skills to students (for example
- courses in speech, writing, drawing, audio-visual media, etc.); or,
- e. Better prepares the teacher to interact with students to accommodate their psychological needs (for example -courses in psychology, counseling, human relations); or,
- f. Prepares the teacher to deal with problems of health or safety (for example, first-aid courses); or,
- g. Otherwise is directly related to the teacher's educational role in the District, including improving performance as coaches or advisors of extra-duty activities as assigned pursuant to Article 11.

ARTICLE 28

Cost and Distribution of Agreement

The District will provide the Association with fifty (50) printed copies of this Agreement. The Agreement will be available on the District website within ten (10) workdays following approval by the Board of Education.

ARTICLE 29

Wages

A. Each teacher will be paid according to the salary schedules found in Appendix B, and C, ~~and D~~ and conditions for placement thereon provided in this Agreement.

a. The salary schedule for ~~2022-2023~~ 2025-2026 shall be the 2024-2025 schedule adjusted by 10%. ~~2.5~~.

b. The salary schedule for ~~2023-2024~~ 2026-2027 shall be the ~~2022-2023~~ 2025-2026 schedule adjusted by 10%. ~~2.5~~.

~~c. The salary schedule for 2024-2025 shall be the 2023-2024 schedule adjusted by 3.25%. School year pay periods will be bi-weekly.~~

If the total creditable years of experience exceed the highest numbered step in the column in which the teacher is placed, then the teacher shall be placed on the highest numbered step for that column.

B. A certified employee's total creditable years of experience shall be the sum of:

a. Each year of teaching or comparable experience as determined by the District in an Alaskan school, whether operated by a school district, the State, or the BIA;

b. Each year of teaching or comparable experience as determined by the District in a nationally-or state-accredited school outside Alaska, including overseas schools;

c. Each year of documented teaching or comparable experience as determined by the District requiring teacher certification in the military, Peace Corps, or VISTA.

d. Each year of documented experience as determined by the District requiring clinical/professional licensure for specialists are listed in Article 29, Section H.

e. Each year of full-time employment with documentation from a hospital, private practice or clinic experience for those holding a Type C certificate shall be counted towards years of experience.

C. The sum of the years in Section C is subject to the following limitations:

a. Teachers may not count the 1995-96 school year's teaching experience as a part of their creditable years of teaching experience for salary schedule placement.

b. Teachers hired after May 1, 1996, may apply no more than an adjusted total of four creditable years of teaching experience toward initial placement on the salary schedule.

c. Teachers newly hired to Juneau School District effective with the 2006/07 school year may apply an adjusted total of ten (10) creditable years of teaching or comparable experience as determined by the District toward initial placement on the salary schedule, of which a maximum eight (8) years may be out-of-state experience with a master's degree and a maximum six (6) years may be out-of- state experience with a bachelor's degree.

d. Teachers newly hired to the Juneau School District effective with the 2025/26 school year, will have all creditable years of teaching or comparable experience recognized for initial placement on the salary schedule.

D. Sections B & C ~~and D~~ notwithstanding, all creditable years of teaching experience accepted for placement on the salary schedule prior to the 1995-96 school year will continue to be fully recognized.

E. Any certified employee who has worked one-hundred forty (140) days in the school year as a long-term substitute or as a partial year contracted employee shall be granted one-year credit for movement on the salary schedule.

F. A teacher shall be placed on the salary schedule column furthest to the right for which they qualify, consistent with the criteria of Appendix G. Mid-year adjustment shall take place in accordance with Article 27, Section 2.

G. The salary schedule column headings and criteria for advancement on the salary schedule shall be; B+0, B+18, B+36 or M+0, B+54 or M+18, and B+72 or M+36, respectively. However, for a teacher hired before May 1, 1996 the salary schedule column headings and criteria for advancement on the salary schedule shall be; B+0, B+18, B+29, B+40 or M+0, and B+58 or M+18.

H. Employees who hold Certificates from the National Board of Professional Teaching Standards (NBPTS) shall receive a \$3,500.00 salary supplement for the first year of initial NBPTS certification and \$2,000.00 salary supplement each year for the life of NBPTS certification. To receive the increased salary, the teacher must file a notice of receipt of certification to the Superintendent's Office by February 1. Any earned increase due to NBPTS certification will be effective to the first contract day of the current school year.

I. Specialists including school counselors, psychologists, speech/language pathologists, occupational therapists, physical therapists, hearing impaired specialists or visually impaired specialists that possess national/clinical licensure will receive an additional \$5000 (prorated based on a 1.0 FTE) to their annual employment contract. Counselors may receive either the benefit in 'H' or in 'I', but not both.

J. Special education teachers who have direct responsibility for coordinating special education paraeducators positions as assigned by the principal and coordinator of special education on ~~September 15~~ **October 15** and February 15 shall receive an added duty contract twice per year based on the following criteria: ~~Direct~~ coordination of 1 to 2 special education paraeducators **positions** will receive a half-year added duty contract of ~~\$500300~~, 3 to 4 special education paraeducator positions will receive a half-year added duty contract of \$750; ~~direct~~ coordination of 5 – 6 special education paraeducators positions will receive a half-year added duty contract of \$1,000 and ~~direct~~ coordination of 7 or more special education paraeducators positions will receive a half-year added duty contract of \$1,500. (Effective date beginning July 1, 2023)

If a paraeducator is shared between two or more teachers, the site administrator will determine which teacher will coordinate the paraeducator duties. For the purposes of calculating teacher's stipends, each paraeducator will be assigned to one and only one teacher per half-year.

K. All training, preparation to deliver training to adults, or non-classroom assigned teaching responsibilities which occur outside of the individual's contract day shall be compensated at **a the educator's daily rate** ~~rate of \$250.00 per day based on a 7.5-hour work day~~ or prorated **by hourly pay** ~~in quarter-hour increments~~.

Any assigned teaching responsibilities to students, or presenting training to adults which occur beyond the number of contract days as defined in Article 9, Section 1 shall be compensated at ~~their pro-rata hourly rate~~.

L. When possible, IEP or 504 meetings shall begin and conclude within the workday, excluding ~~prep planning~~ time and duty-free lunch, unless the member approves the exception. The District shall provide coverage for members required to be at the meetings during student contact time. When meetings extend beyond the workday, or when the principal or designee schedules a meeting totally outside the workday **or during prep time**, it shall be paid at **the educator's daily rate prorated by hourly pay** ~~the member's pro-rata daily~~ when participating in IEP or 504 meetings. ~~(Effective date beginning July 1, 2023)~~

M. The District may compensate employees for work completed beyond the contract day and/or year through the following mechanisms:

MOAR: Memorandum of Agreement with Retirement - Work completed during the contract school year, is TRS eligible, requires a certificate, and is subject to the Negotiated Agreement.

MOA: Memorandum of Agreement - Work completed during the contract school year that does not require a certificate and is not subject to the Negotiated Agreement. Payment is decided by the District.

CLSHR: Classified Hourly Hire - Work that is completed during the summer. When a certificate is required, work falls under the Negotiated Agreement.

N. Any Tier III certificated employee who has a balance of at least 200 hours of sick leave by the second March pay day each year teacher may request to cash out up to ~~45~~**52.5** hours of sick leave at **the educator's daily rate prorated by hourly pay** ~~their pro-rata rate~~. The deadline for any such request to be received by payroll is no later than April 15. ~~(Effective date beginning July 1, 2023)~~

O. Every certified ~~teacher~~**educator**, at their discretion, may request up to ~~210~~ hours at ~~their stipend rate compensation~~ **the educator's daily rate prorated by hourly pay** per year to attend open house or family night(s), or conduct concerts/performances. ~~(Effective date beginning July 1, 2023)~~

P. Educators who perform Alaska Reads Act duties and obligations that extend beyond the workday will be compensated at the educator's daily rate prorated by hourly pay, for all their activities related to the Act in coordination with their principal.

Q. It is recognized that the educator's work week includes responsibility to participate in meetings of professional duties (e.g. Leadership, SST/MTSS, Safety, Equity, etc.) which may extend beyond or occur outside the thirty-seven and a half (37.5) hour work week. Attendance will be paid at the educator's daily rate prorated by hourly pay.

ARTICLE 30

Duration

This agreement shall be in effect from July 1, ~~2022~~2025, to June 30, ~~2025~~2027.

ARTICLE 31
Execution Signatures

Juneau Education Association

City and Borough of Juneau School District

~~Dirk Miller, Elementary Teacher, SG~~

~~Cassee Olin, Director of Administrative Services~~

~~Jeannette Sleppy, High School Teacher, TMHS~~

~~Cherish Hansen, HR Manager~~

~~Kate Vulstek, Elementary Special Education Teacher, AB~~

~~Kelley Fink, Payroll Supervisor~~

~~Laura Mulgrew, Elementary Special Education Teacher, MRCS~~

~~Kelly Stewart, Assistant Principal, TMHS~~

~~Michael Heiman, Elementary Teacher, MRCS~~

~~Kristy Germain, Principal, FDMS~~

~~Michele Thompson, High School Special Education Teacher, JDHS~~

~~Lyle Melkerson, Human Resource Director~~

~~Semra Deaner, NEA-Alaska, UniServ Director~~

~~Stacey Diouf, Principal, SG~~

~~Ted Wilson, Director, Teaching & Learning Support.~~

APPENDIX A

Definitions

1. AS – Alaska Statute.
2. CERTIFICATED EMPLOYEE – Shall mean any person employed by the District in a position which requires the possession of an Alaskan type A, C, or D teaching certificate.
3. DAILY RATE - An employee's annual salary divided by the number of contract days.
4. DAYS – Calendar days unless otherwise specifically defined in this Agreement.
5. DUTY-FREE TIME: Time that is not directed, such as lunch and breaks.
6. THE DISTRICT – The City and Borough of Juneau School District.
7. EXTRA DAYS - Days in excess of the number of days negotiated for the basic teacher contract.
8. EXTRA-DUTY ADVISOR AGREEMENT – The contract signed by the certificated employee, the Activity Director, the principal, and the JEA Building Representative, stating the terms and conditions of each extra- duty assignment.
9. HOURLY PAY - When employees are paid hourly, they are paid in 15-minute increments or major portion thereof.
10. NON-INSTRUCTION TIME - Time to be used for purposes such as testing, completion of special education paperwork, scheduling meetings, updating IEP's, meetings and parental contact. This time is scheduled in addition to other contract prep, breaks and duty-free time.
11. PER DIEM - A rate established and published in the district travel policy to cover items such as meals or other personal expenses incurred while traveling on official JSD business.
12. PREPARATION TIME - Other than before and after the school day, lunch time, and elementary fifteen (15) minute morning and afternoon breaks, time that is educator/self- directed for tasks such as writing lesson plans, analyzing data, grading papers, researching lesson topics, meeting with parents or colleagues, or doing other professional work of their choice. Educators will be relieved of all student contact and supervisory obligations.
13. REDUCTION IN FORCE (RIF) – When the total number of certificated employees is reduced.
14. SPECIALTY AREAS – Shall include, but are not limited to: counseling, library, nursing, driver's education, swimming, special education, speech therapy, school psychology, instrumental/vocal music, reading specialty, multi-handicapped, emotionally/behaviorally disturbed, foreign/world language, and building trades.

15. TRANSFERS - Whether voluntary or involuntary, are defined as movement between schools and/or District programs (e.g. Special Education).
16. VACANCY – A vacancy shall be determined to exist whenever the District Central Office declares the vacancy.
17. WORK DAY - A work day shall be considered educator-directed preparation time.

JEA Initial Proposal



Extra Duty Contract

This contract, entered into by and between the Juneau School District, hereinafter referred to as Employer, and

NAME: _____ EEID: _____ hereinafter referred to as Employee

SCHOOL DISTRICT EMPLOYEE ☐ Certified ☐ Classified ☐ Other ☐ Incumbent Coach

(Employee Initials) Non-District Employees are required to report to the Personnel Non-District Employee Office within five (5) days of issue dates.

☐ I hold a current Alaska State coaching certificate ☐ I have been informed of expectations for this position.

The employee agrees to abide by all tenets and regulations as set forth in the Juneau School District Board Policies and Administrative Regulations, and the Professional Teaching Practices Commission Code of Ethics.

Further, be it understood and agreed that this contract is a separate instrument and not to be construed as an addendum to a teaching contract, is not a continuing contract, and is valid for the dates specified only.

The Employee agrees to perform the extra duty assignment of _____

The Employee agrees to perform _____ % of the assignment noted above.

The Employee agrees to perform the extra duty assignment beginning _____ and ending _____ or when the mutually agreed upon job description is fulfilled; and to be in compliance with and bound by all aspects of Article 11 of the teachers' negotiated agreement. Compensation for advisors/coaches who share one assignment shall be indicated on the Extra Duty Contract and paid the amount equivalent to the percentage of the individual's assignment.

The Employer agrees to pay the Employee a salary of \$ _____ for _____ session(s), at \$ _____/session as specified in the certified employees' negotiated agreement, upon successful completion of said duty/ies and verified by the Building Principal. Retirement deductions will be T.R.S. for certified employees, P.E.R.S./F.I.C.A. for Classified employees, and F.I.C.A. for non-district employees. Payment will be made within the calendar year the work was performed.

School Employee's Signature Date

Principal/Assistant Principal Signature Date JEA Representative's Signature Date

Account Code: _____

Upon completion of the contract and all duties required the Principal or Assistant Principal should sign below as authorization to pay. Provide a copy to all departments indicated.

Principal/Assistant Principal Signature Date % of the contract completed

Principal/Assistant Principal Signature Date % of the contract completed

Copy: Personnel, Employee, Director of Student Activities, JEA President, Director of Administrative Services

APPENDIX F
Article 11 – Extra Duty Assignment Pay Schedule

PAY RANGE	1	2	3	4	5	6	7	8	9	10
HEAD/ADVISOR	\$450	\$550	\$800	\$1200	\$1700	\$2300	\$2800	\$3500	\$4100	\$5000
ASSISTANT	1A	2A	3A	4A	5A	6A	7A	8A	9A	10A
	\$400	\$450	\$600	\$900	\$1200	\$1600	\$1900	\$2300	\$3000	\$3800

If activity is offered, all coaching positions must be hired.

For example, MS Track & Field = 1 Head Coach and 2 Assistant Coaches.

COACH/ASSISTANT TITLE	HS	MS	COACH/ASSISTANT TITLE	HS	MS
Academic Decathlon Advisor	8		Model UN Advisor	3	
Baseball Head Coach	9		National Oceans Science Bowl	6	
Baseball Assistant Coach	9A		Pep Band Advisor	5	
Basketball Boys Head Coach	10	5	Robotics	6	
Basketball Boys Assistant Coach	10A	5A	Senior Class Advisor (2 advisors)	3	
Basketball Girls Head Coach	10	5	Soccer Boys Head Coach	9	4
Basketball Girls Assistant Coach	10A	5A	Soccer Boys Assistant Coach	9A	4A
Basketball Intramural Coach (2 Coaches at MS)		4	Soccer Girls Head Coach	9	4
Cheerleading(Basketball) Head Coach	8		Soccer Girls Assistant Coach	9A	4A
Cheerleading (Basketball) Asst Coach	8A		Softball Head Coach	9	
Cheerleading (Football) Head Coach	5		Softball Assistant Coach	9A	
Cheerleading (Football) Assistant Coach	5A		Sophomore Class Advisor (2 advisors)	3	
Clubs (examples listed below)	3	2	Spring Musical Advisor (Middle School)		5
Cross Country Running Head Coach	8	4	Student Government Advisor	8	5
Cross Country Running Assistant Coach	8A	4A	Swim Team Head Coach	10	
Debate/Forensics Coach	8		Swim Team Assistant Coach	10A	
Dive Coach	7		Tennis Head Coach	8	
Drama Team Coach	8	2	Tennis Assistant Coach	8A	
Dance/Drill Team Coach	9		Track & Field Head Coach	9	4
Dance/Drill Team Assistant Coach	9A		Track & Field Assistant Coach (3 Assistant Coaches for HS) (2 Assistant Coaches for MS)	9A	4A
Football Head Coach	10		Volleyball Head Coach (2 Coaches for MS)	10	5
Football Assistant Coach	10A		Volleyball Assistant Coach	10A	5A
Freshman Class Advisor (2 advisors)	3		Volleyball Intramural Coach (2 Coaches for MS)		3
Hockey Head Coach	10		Wrestling Head Coach	10	5
Hockey Assistant Coach	10A		Wrestling Assistant Coach (2 Coaches for MS)	10A	5A
Honor Music Advisor Band	5		Yearbook		5
Honor Music Advisor Choir	5				
Intramurals (High School)	2				
Jazz Band		3			
Junior Class Advisor (2 advisors)	3				

High School Clubs – for example; Alpine, Art, Archery, Auto, Broadcast Journalist, Interact, Homebuilders, Metals, National Honor Society, Rifle, Video, Science Olympiad

Middle School Clubs – for example; Art, Chess, Young Entrepreneurs, Math Counts

Elementary School Clubs – Paid at the Range 1 Head/Advisor on the wage schedule) for example; Jumpers, Marathon Club, Lego

Appendix G
Horizontal Movement Criteria

A. The primary purpose of education steps on the salary schedule is to encourage teachers to engage in education activities which might predictably benefit the District by:

- a. Resulting in improvement of the teachers' performance of their professional duties in the district, or
- b. Preparing teachers to assume different educational duties within the District, or
- c. Enhancing the probability of interdisciplinary cooperation and interaction by improving teachers' awareness and knowledge of fields outside of their major field(s) of specialization, or
- d. Improving teachers' performance as coaches or advisors of extra duty assignment activities, or
- e. Improving teachers' general educational background.

B. Credits granted by the college to a teacher after June 29, 1991, will be accepted according to the following criteria:

Courses in education or courses that are directly related to that teacher's educational role in the District shall be allowed.

Credits from courses that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after enrolling in the course(s).

C. When a teacher has been admitted into a college degree program in a field within the scope of **Article 27, Section 2**, all those credits from courses required or recommended by the college or the teacher's college advisor for completion of the degree program shall be allowed.

Credits from courses recommended or required for completion of a degree program that would otherwise have been allowable shall not be disallowed because the teacher's educational role was changed after being admitted to the degree program.

D. An education plan, that may include preparing a teacher for a different educational role, may be approved by the Superintendent. Credits from courses taken pursuant to an educational plan that has previously been approved shall be allowed.

E. Credits granted by colleges to teachers prior to June 29, 1991, shall be accepted upon submission in accordance with the Negotiated Agreement for July 1, 1988 through June 30, 1990.

F. A teacher may, but is not required to, request the Superintendent to approve in advance, credits from a specific course or groups of courses. Such requests shall be made to the Superintendent's Office. The Superintendent or his/her designee shall deliver to the teacher a statement of approval or disapproval together with reasons request. If no decision is delivered within fourteen (14) days, the request shall be deemed to have been approved.

G. Upon submission to the Superintendent's Office of notice of additional credits obtained, the Superintendent shall determine allowability of credits in accordance with the relevant sections of this article. Teachers shall be encouraged to support allowance of credits to assist the Superintendent in determining allowance. The Superintendent shall deliver to the teacher a statement of this determination within (14) calendar days of notice by the teacher, except that whenever this determination would lead to denial of movement on the salary schedule, the statement of determination shall be delivered within seven (7) days. Teacher's individual contracts shall be amended in accordance with Article 27, Sections 2 and 3 to reflect college credits obtained. Official college/university transcripts electronically submitted must be sent directly to the Human Resources office from the issuing college. Copies of electronic transcripts sent to the student and forwarded to Human Resources will not be accepted. Official sealed paper copies of transcripts will be accepted. The Superintendent may accept other evidence, such as grade reports, at their

discretion when official transcripts have been requested, but have not yet been received. Teachers shall be

encouraged to submit additional information such as college descriptions when the information contained on the transcripts is insufficient to determine allowance of credits into the proper categories.

In the absence of such additional information, the Superintendent shall treat the course as being in the field suggested by the Department name. As an example, EDUC 121 would be accepted as a course in education; HIST would be accepted as a course in social studies, etc.

H. The Committee established shall continue to exist for the duration of this Negotiated Agreement. After the Committee's purpose has been fulfilled, the committee shall serve to articulate intent, suggest improvements to the Agreement and its functioning and to function as an appeal board. The Committee's purview in the above matter shall be limited to Sections ~~+~~ **A** through ~~J~~ **I** of this Appendix.

The four teacher members, the two administrative members, and the one Board member, or appointee, may be replaced by the Association, by the Superintendent, or by the Board, respectively. The parties recognize the desirability of maintaining a reasonable degree of continuity on the committee and of choosing, where possible, members representing a wide variety of educational roles.

I. The teacher may appeal the decision of the Superintendent to the Appeal Board within seven (7) working days of the Superintendent's denial.

The Appeal Board shall meet within fourteen (14) working days during the academic school year with the teacher in a closed session.

The appeal Board will render a decision in writing within three (3) days. That decision is binding.

J. A course shall be considered to be directly related to a teacher's education role whenever the course:

a. Is broadly in subject area taught by the teacher (for example -history, geography, political science, courses, etc., for a social studies teacher; or physics, chemistry, biology, fisheries science, geology courses, etc., for a science teacher); or,

b. Is in a subject which is generally considered necessary for the understanding of a subject area taught by the teacher (for example -drafting for an industrial arts teacher; or mathematics for a science teacher); or,

c. Acquaints the teacher with practical applications or careers which use, to a substantial degree, knowledge from a field taught by the teacher (for example - journalism for a language arts teacher, science courses for a mathematics teacher, courses which survey careers in appropriate fields); or,

d. Develop skills which are used in conveying information or skills to students (for example, courses in speech, writing, drawing, audio-visual media, etc.); or,

e. Better prepares the teacher to interact with students to accommodate their psychological needs (for example, courses in psychology, counseling, human relations); or,

f. Prepares the teacher to deal with problems of health or safety (for example, first-aid courses); or, g. Otherwise is directly related to the teacher's educational role in the District, including improving performance as coaches or advisors of extra-duty activities as assigned pursuant to Article 11.

Definitions:

College means a regionally accredited college or university.

Credit(s) means semester credit hours or their equivalent granted by a regionally accredited college or university. Each quarter credit hour shall be equivalent to two-thirds of a semester credit hour.

Teacher(s) includes all School District employees who are covered by this negotiated agreement.

Superintendent means the Superintendent of Schools or his/her designee.

☐ REQUEST FOR ADVANCE APPROVAL

☐ ATTACHMENT TO APPLICATION FOR LATERAL MOVEMENT ON SALARY SCHEDULE Name:

Current Teaching Assignment:

COURSE NUMBER/

TITLE INSTITUTION CREDITS APPROVED DISAPPROVED

Course Description
Rationale

Applicant
Signature Date Superintendent or Designee Date

COMMENTS

☐ EDUCATIONAL PLAN

☐ APPLICATION FOR LATERAL MOVEMENT ON SALARY SCHEDULE*

*This form is to cover a series of courses which applicant wishes applied to move to a new column on the salary schedule. May be submitted before or after courses are completed. Name:

Current Teaching Assignment:

COURSE NUMBER/

TITLE INSTITUTION CREDITS APPROVED DISAPPROVED

Applicant Signature
Date Superintendent or Designee Date

Comments: (This section used only when explanation needed)

Committee Appeal – Comments:

COMMITTEE DECISION: ____ Approved ____ Disapproved

Chairperson Signature date

Appendix I

(The intent is to place the Grievance flow chart without changes titled Appendix I – The Association doesn't have an individual digital copy of the District's chart.)

House Keeping:

Throughout the whole document, make these word changes consistent:

Pronouns to all read **they/their**

Employee or Teacher to **educator**

Streamline the formatting – spaces, fonts, and indents

Remove effective dates from previous round

After the completed TA is reached, the table of contents and the signature page will be updated and completed.

Appendix G - there were two corrections - sited Article and corrected numbers to the letters used.