



**Agreement between  
Juneau Education Support Staff  
and  
Board of Education  
on behalf of the  
Juneau City and Borough School District**

**July 1, 2022 – June 30, 2025**

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## **PREAMBLE**

Agreement is entered into between the Board of Education on behalf of the Juneau City and Borough School District, Juneau, Alaska, herein referred to as the "Board," "District," or "Employer," and the Juneau Education Support Staff, herein referred to as the "Association" or "JESS."

This Agreement has as its purpose the promotion of harmonious relations between the Employer and JESS so that the educational welfare of the students of the Juneau City and Borough School District is best served. To that end this Agreement sets forth terms and conditions of employment to which the parties have mutually agreed.

In addition, the parties agree to meet at reasonable times at the request of either party, for the purpose of conferring with and soliciting the views of JESS on matters of mutual interest and concern. Further, the Employer agrees to notify JESS prior to enacting changes to terms and conditions of work not a part of this Agreement.

### **Non-Discrimination**

The Employer and the Association agree not to discriminate against any person with regard to employment or membership because of race, religion, political affiliation, color, gender, sexual orientation, ancestry, national origin, age, pregnancy, physical or mental disability, marital status, change in marital status, or parenthood. This provision relates to hiring, placement, upgrading, transfer, demotion, recruitment, advertisement, solicitation for employment, rates of employment, selection for training, layoff, and termination.

All parties agree, concur and affirm that discrimination and/or discriminatory treatment based upon religious views and opinions, lack of religious views and opinions and/or conflicting religious views and opinions are not appropriate or permissible conduct in the District workplace, will not be permitted in the District workplace and that it is the affirmative responsibility of all parties to assist in the maintenance of an appropriate, cooperative and harmonious workplace.

Discrimination and sexual harassment complaints by a Bargaining Unit Member may be filed as a grievance with the Equal Employment Office and/or with the appropriate Human Rights Commission, and shall not be subject to Article 9 of the Agreement.

**ARTICLE 1**  
**Definition of Terms**

**Section 1. Employees Covered by this Agreement**

This Agreement shall cover all classified employees of the District, excluding individuals on contract with the District; individuals employed in hourly, temporary or short-term substitute positions as defined in Section 3 of this Article; and those classified and certified employees in management/supervisory/confidential positions such as those listed in Appendix B. The District reserves the right to reinstate formerly dissolved Classified Exempt positions of a supervisory/management/confidential nature.

The determination as to exclusion from or inclusion in the Bargaining Unit of all new or substantially altered classified positions during the life of this Agreement shall be made by mutual agreement of the parties.

**Section 2. Unit of Compensation**

- a. Basic Unit of Compensation: The basic Unit of Compensation shall be the rate of pay as provided in the salary schedule for the Bargaining Unit Member's range and step.
- b. Classified Hourly Hire: A personnel requisition along with a recommendation to hire must be used for assignments not directly related to the Bargaining Unit Member's regularly assigned duties and may not include extracurricular student activities (see section c of this article).

Upon mutual agreement, the District and an individual Bargaining Unit Member may enter into a Classified Hourly position. The Classified Hourly position shall provide an hourly wage that is at least equal to the Bargaining Unit Member's normal rate of pay.

- c. Extracurricular Agreement: An extracurricular activity agreement may be used for work not directly related to the Bargaining Unit Member's regularly assigned duties and are student activity related (i.e. coaching, debate, cheerleading advisor).

Upon mutual agreement, the District and an individual Bargaining Unit Member may enter into an extracurricular agreement. The extracurricular agreement shall provide a wage based on the current District standard for such activity.

d. Overtime:

Employees shall receive overtime compensation for all hours worked in excess of 7.5 hours per day (excluding alternative schedules) or 37.5 hours in pay status in the workweek.

For the purpose of computing and compensating the holidays worked or overtime, the Unit of Compensation shall be: Pay figured at one and one-half (1.5) times the Bargaining Unit Member's normal rate of pay.

The District will comply with all provisions of the Fair Labor Standards Act adjusted for a 37.5-hour work week.

Overtime must be pre-approved by the supervisor and documented on timesheets.

### Section 3. General Terms

- a. "APEA/AFT" is the Alaska Public Employees Association/American Federation of Teachers, which is the union the Juneau Education Support Staff (JESS) is affiliated with.
- b. "Employee Representative" is defined as a JESS Bargaining Unit Member, elected by the Unit, who is authorized by the JESS Board of Directors to represent other Bargaining Unit Members in grievances or other union-related matters.
- c. "Day" refers to calendar day unless specified as "working" day.
- d. "Employee" is a person working for the District who is paid a wage, or is in approved leave without pay status, and holds probationary, permanent or temporary status working in a position that has been designated as a JESS position.
  1. "Probationary" refers to an employee who has worked for the District for ninety (90) days or less. The length of the probationary period may be extended for specific employees by written mutual agreement between the Employer and the employee. (See Article 6, Section 3.)
  2. "Permanent" refers to an employee who has successfully completed the probationary period. (See Article 6, Section 1 and 2.)
  3. "Temporary" refers to an employee who is employed by the District in a newly created temporary position who has worked for the District thirty (30) working days or less. On the thirty-first (31) working day of employment within a sixty (60)calendar day period, temporary employees automatically become Bargaining Unit Members and are entitled to all rights and benefits under this Agreement retroactive to the Date of Hire. Temporary employees are not members of the Bargaining Unit. Temporary employees shall not be utilized to perform regular bargaining unit work when a Bargaining Unit Member is qualified, available, and willing to do the work.
  4. "Bargaining Unit Member" refers to an employee who fits the definition of an employee covered under this contract in Article 1, Section 1.

5. "Permanent Full-Time" refers to an employee who has successfully completed the probationary period and who works seven and a half (7.5) hours per day and/or thirty-seven and a half (37.5) hours per week. This includes nine (9), ten (10), and Twelve (12) Month Employees. (See Article 6, Section 1.)
6. "Permanent Part-Time" refers to an employee who has successfully completed the probationary period and works a minimum of three (3) hours a shift but less than seven and one half (7.5) hours per shift, and fifteen (15) hours or more per week. (See Article 6, Section 2).
7. "Hourly" refers to employees who work for the District less than fifteen (15) hours per week. Hourly employees are not covered under the terms of this agreement.

No hourly employees shall be hired to perform duties which causes a JESS employee to have hours reduced or become laid off, or a vacant JESS position to be eliminated.

8. "Short Term Substitute" Individuals employed by the District to temporarily replace current Members of the JESS Bargaining Unit who are in leave status. Substitutes working in this capacity shall not exceed eighty (80) working days. Substitutes hired for the purposes of covering a JESS member on Maternity/Paternity leave under the provisions of FMLA shall be considered Short Term Substitutes. Short Term Substitutes are not Members of the Bargaining Unit.

Substitutes filling advertised vacant positions may not exceed twenty (20) working days of employment, except by mutual agreement between JESS and the District.

9. "Long Term Substitute" Individuals employed by the District to replace current JESS Bargaining Unit Members in extended leave status. A substitute shall be considered a Long Term Substitute if employed for a period of time in excess of eighty (80) working days. Long Term Substitutes shall be considered provisional Members of the Bargaining Unit and shall be afforded all the rights and benefits of the negotiated agreement, except for those excluded in this section. Long Term Substitutes shall be placed at the entry level step in the appropriate salary range for the classification. Long Term Substitutes shall not accrue Seniority, do not have layoff rights, cannot achieve permanent status, and may be released from service for any reason deemed appropriate by management with or without two (2) weeks notice. Long Term Substitutes are not eligible for PERS.



Should a Short Term Substitute continue past the eightieth (80) working day of employment, they shall be retroactively converted to a Long Term Substitute.

- e. "Year of Service" is a period within the District's fiscal year which constitutes the full, assigned work year for the position held by the Bargaining Unit Member, e.g. a Nine (9) or Ten (10) Month Employee completes a full "Year of Service" in nine or ten months, respectively.
- f. "Date of Hire" the date of an employee's first day of work as a Bargaining Unit Member.
- g. "Seniority" is defined as length of continuous service with the District.
- h. "Nine (9) Month Employee" is an employee whose assigned work year is limited to the duration of the school year. The work year of Nine (9) Month Employees shall begin one (1) day prior to the first school day for students and end one (1) day after the last day of school for students. Nurses are Nine (9) Month Employees but shall work an additional ten (10) days per year to enable assignment outside of the student contact year, to meet district needs as assigned by their supervisor. Health Assistants are Nine (9) Month Employees but shall work an additional five (5) days per year to enable assignment outside of the student contact year, to meet district needs as assigned by their supervisor.
- i. "Ten (10) Month Employee" is an employee whose assigned work year is limited to no more than three (3) weeks in addition to the duration of the school year.
- j. "Twelve (12) Month Employee" is an employee whose assigned work year is all year round without a seasonal break in service.
- k. "Classification" is the framework for job descriptions wherein positions are assigned to a job class and wage range based on duties, responsibilities, and requirements of training or experience.
- l. "FTE" stands for Full-Time Equivalent and indicates the proportion of a standard work week an individual Bargaining Unit Member is hired to work. The standard work week is outlined in Article 14, Section 1.
- m. A "Promotion" is any movement to a higher range.
- n. A "Demotion" is any movement to a lower range.

- o. "Just Cause" is any infraction, including or of the same magnitude as gross insubordination, falsification of records, alcohol or drug use during work hours or on the work site, being under the influence of alcohol or drugs while at work, physical or sexual violence, sexual abuse, willful endangerment of the health or safety of others, willful destruction of District property,

willful breach of student confidentiality including sharing on social media, or the totality of lesser infractions when the steps of progressive discipline outlined in Article 8, Section 2 have been observed in good faith.

## **ARTICLE 2**

### **Recognition**

#### **Section 1. General Recognition**

The Juneau Education Support Staff, hereinafter referred to as JESS, is the exclusive representative of permanent and probationary employees covered by this Agreement and will be recognized as such by the Board of Education. For a complete list of represented classifications see Appendix C.

#### **Section 2. Exclusive Representation**

The Employer shall not negotiate, confer, or handle grievances with any employee organization other than JESS or its designee on items concerning Bargaining Unit Members.

#### **Section 3. Non-Interference**

It is recognized that the above provisions shall in no way interfere with the fulfillment of duties and responsibilities of the Board as established by law.

#### **Section 4. JESS References in Other Contracts**

The District will refrain from knowingly negotiating, or entering into a collective bargaining agreement, with any employee organization other than JESS regarding the wages, hours, and working conditions of JESS Bargaining Unit Members and shall make reasonable efforts to remove any such provisions from existing agreements.

## **ARTICLE 3**

### **Association Security and Responsibility**

#### **Section 1. Membership**

Employees covered under this Agreement shall not be required to become a Bargaining Unit Member of JESS as a condition of employment, and there shall be no discrimination against an employee because of membership or non-membership in JESS. Employees may join JESS at any time and at their sole discretion

## **Section 2. Association Activities**

The Employer agrees that it shall not in any manner, directly or indirectly, attempt to interfere between any of its employees and JESS. The Employer shall not in any manner restrain or attempt to restrain any Bargaining Unit Member from belonging to JESS.

## **Section 3. New Bargaining Unit Member Orientation**

The Employer will allow an Executive Board Member or Employee Representative to provide an orientation, not to exceed 30 minutes, during normal business hours to new Bargaining Unit Members. This orientation will occur by mutual agreement between JESS and the Employer, either at the new Member's worksite or as part of the Employer's regular new employee orientation. New Bargaining Unit Member Orientation shall be considered regular work for payroll purposes. To facilitate this orientation Personnel will share electronically with the JESS designee the names, positions, and primary worksite of all new hires no later than their Date of Hire. JESS will notify the District of its designee no later than October 15 of each fiscal year.

## **Section 4. Maintenance of Membership**

Each employee who, on the effective date of this Agreement, is a Bargaining Unit Member of JESS or who thereafter becomes a Bargaining Unit Member may continue such arrangement for the duration of the Agreement. Bargaining Unit Members may withdraw membership in JESS by giving JESS written notice of intention to withdraw in accordance with procedures set out in the membership form described in Section 5 of this Article. The Employer shall refer directly to JESS President or designee, without further comment, any employee who has questions about JESS membership or expresses desire to withdraw from membership.

## **Section 5. Dues Deduction**

The Employer agrees to deduct on a regular basis from the paycheck of each employee who so authorizes, the regular monthly dues, assessments, and fees of the Association. The amount so deducted as certified by the Association President or Treasurer shall be transmitted biweekly to the Association or the Association's designee on behalf of the Bargaining Unit Member. Deductions authorized shall be on a form mutually

agreeable to the parties, and furnished by the Association to the Employer. No other employee organization shall be accorded payroll deduction privileges with regard to Members of the Bargaining Unit. The JESS President or designee will communicate any changes in the dues rates to the Administrative Services Director annually no later than August 1.

### **Section 6. School Board Packet**

The Employer shall provide JESS with a copy of the Board Packet at the same time it is made available to the Members of the Board, and shall provide prior notice to JESS of any special meetings. Board packets shall include information concerning all additions to and subtractions from the Bargaining Unit.

### **Section 7. Responsibility for Unit**

The Association assumes all obligations and responsibilities for this Bargaining Unit. The Association agrees that this Agreement is binding on each and every Member of the Bargaining Unit and that its Members, individually or collectively, accept full responsibility for carrying out all the provisions of this Agreement.

### **Section 8. Indemnity and Hold Harmless**

The Association agrees to indemnify, defend, and hold harmless the Employer from any and all actions, claims, demands, or suits arising out of the Employer's activities undertaken pursuant to Article 3, Sections 1, 2, 3, and 5, when those activities are undertaken at the request of the Association.

### **Section 9. Member Communication**

- a. Bulletin Boards. The Employer agrees to furnish space for bulletin boards in the Members' work areas to be used by Unit Members of the JESS. JESS shall use these boards only for posting official notices concerning JESS business, legislative enactments and judicial decisions affecting public employee labor relations. Any notice posted shall be signed by the appropriate Employee Representative with a courtesy copy available to the building administration at the time of posting.
- b. JESS shall be authorized to use the District's email system and district computers for the purpose of communicating with Members and District representatives regarding issues of mutual concern. The District reserves the right to define and enforce usage standards and expectations for all users. All Bargaining Unit Members shall be afforded the time and opportunity to check email on a daily basis during assigned working hours, excluding breaks. Site administrator will make clear which District

devices are available and where those devices are located.

## **ARTICLE 4**

### **Association Representation**

#### **Section 1. Employee Representatives**

The Association shall appoint Bargaining Unit Members to act as Employee Representatives and shall provide written notice to the Employer that identifies representatives and the work sites they represent by October 15 of each year. If changes are made to those representatives, JESS will notify the Employer as soon as practical. The number of Employee Representatives shall not exceed one (1) representative per work site in addition to the President of the Association. Additional representatives shall be by mutual agreement.

The representative shall have the right to represent Members of the Bargaining Unit to assure enforcement of the negotiated agreement. The Employer agrees that it will not discipline or permit reprisals against an Employee Representative for carrying out the Employee Representative's proper role, or against an employee who seeks the assistance of an Employee Representative. The Employee Representatives and the President, shall be allowed reasonable time to handle complaints, grievances and other matters relating to this Agreement and to attend training during working hours without loss of compensation and benefits. Employee Representatives covered under this Article shall be allowed no more than nine (9) hours per month for purposes of this Article with additional time provided by mutual agreement when required, for grievance investigation and resolution and training. Upon mutual agreement, management may extend release time to a JESS designated Grievance Committee Member who is not an Employee Representative.

Absences from the worksite for union business requires approval by the JESS President and the representative's supervisor. A minimum of five (5) working days notification to the supervisor for training; five (5) days notice is also required for union meetings which do not stem from Bargaining Unit Member representation requests over which the representative has no control, is required. Maximum notice shall be provided by the Employee Representative to the supervisor. When possible, absences shall be scheduled to minimize interference with work duties and avoid a need to hire a substitute. Approval shall not be unreasonably withheld but it is acknowledged that District work requirements must be satisfied and that the Employee Representative is responsible to provide the supervisor with maximum reasonable notice of all release requests. Use of release time shall be approved by the supervisor on the same basis as the use of annual leave. Such absence shall not be unreasonably denied.

#### **Section 2. Non-Employee Representatives**

JESS may have representatives who are not employees of the Employer who shall be authorized to speak for

JESS on all matters governed by this Agreement and shall be permitted, with prior notice to the supervisor, to visit any work area at any time during working hours covered by this Agreement.

## **ARTICLE 5**

### **Management Rights**

It is recognized by the parties that management retains the right to:

- a. Direct all employees;
- b. Hire, promote, demote, assign, reassign, determine the duties of and retain employees, and to discipline or discharge them for just cause;
- c. Relieve employees from duty because of lack of work or other legitimate reasons;
- d. Determine the method, number, and kinds of personnel required, temporarily and permanently;
- e. Determine and maintain position classifications or reclassifications based on duties, responsibilities, and qualifications for each position; and
- f. All of the functions, rights, powers, and authority of the Employer not specifically abridged, delegated, or modified by this Agreement are recognized by JESS as being retained by the Employer.

## **ARTICLE 6**

### **Employee Status**

#### **Section 1. Permanent Full-Time Employees**

Employees holding full-time positions on a twelve (12) month schedule shall accrue and/or receive all benefits. Those Employees working less than twelve (12) months per fiscal year shall accrue and/or receive all benefits on a pro rata basis defined in each applicable Article.

#### **Section 2. Permanent Part-Time Employees**

Permanent part-time employees are defined as employees working a minimum of three (3) hours a shift but less than seven and one-half (7.5) hours a shift, and fifteen (15) hours or more per workweek. An employee within this category shall accrue and/or receive on a pro rata basis all benefits received by permanent full-time employees according to the number of hours worked.

### **Section 3. Probationary Employee Initial Hire**

A Bargaining Unit Member appointed for permanent full-time or part-time employment shall be employed on a probationary basis for the first ninety (90) calendar days of employment. The probationary period shall begin immediately upon appointment and shall continue for ninety (90) calendar days, except that winter, spring, and summer breaks shall not be included in the ninety (90) days unless work is actually performed. At any time during the probationary period, a Bargaining Unit Member whose performance does not meet the required job standards may be dismissed. The Bargaining Unit Member's supervisor shall notify the Bargaining Unit Member and the Superintendent or designee of such a dismissal in writing at least five (5) days prior to the effective date of the dismissal, provided that failure to give such notice shall not affect the validity of the dismissal action. The Association shall receive notice of all dismissals, concurrent with notification to the employee. There shall be no appeal to a dismissal action prior to completion of the probationary period except in cases of alleged discrimination. The length of the probationary period may be extended for specific employees by written mutual agreement between the employer and the employee; such extension not to exceed sixty (60) days.

### **Section 4. Rights of Rehire**

A Bargaining Unit Member who separates without prejudice and is rehired by the District within six (6) months in the same classification shall retain the step placement and leave accrual rates held at the time of termination.

## **ARTICLE 7 Evaluations**

### **Section 1. Purpose**

The purpose of the evaluation process is to provide an ongoing evaluation of an employee's performance. It is intended as a tool to assist employees in succeeding in their positions and shall summarize feedback that an employee has already received.

### **Section 2. Schedule**

- a. Employees in the JESS Unit in probationary status shall receive written performance evaluations at the completion of their probationary period.



- b. Nine (9) and Ten (10) Month Employees who have attained permanent status in their position shall receive a written performance evaluation during the period of January 15 – April 30 in any given school year in which they are employed.
- c. Twelve (12) Month Employees who have attained permanent status in their position shall receive a written performance evaluation during the period of January 15 – June 30 in any given school year in which they are employed.
- d. The untimeliness of a required annual evaluation shall not preclude or delay the receipt of any salary increases which may be tied to the completion of anniversary periods.

### **Section 3. Evaluation Forms**

Evaluations shall be completed on forms provided by the District and agreed to by JESS.

### **Section 4. Evaluation process**

- a. An evaluation conference between the employee and employee's immediate supervisor, as defined in the classification standards, shall be held. The Supervisor will provide a copy of the Employee's job description to the Employee at or before this conference. The employee shall be evaluated based on performance of the duties outlined in the job description. A discussion of personal/professional goals and strategies to meet these goals will be included in this conference. A review of mandated training shall be discussed. A written evaluation shall be signed by both the employee and the supervisor during the conference.
- b. If a teacher's/program or group lead's observations are part of the evaluation, the observations shall be written, dated, signed, and attached to the Employee's evaluation form.
- c. If an employee has more than one supervisor, those supervisors will confer with one another to produce a single written evaluation, which will be signed by all of the Supervisors.
- d. The employee shall be afforded the opportunity to file written comments regarding the evaluation. Written comments shall be forwarded to the Human Resource Director and must be received within fourteen (14) days of the evaluation conference. The Human Resource Director shall review the comments and may, at the HR Director's discretion recommend changes to the evaluation. The employee's comments shall be attached to the evaluation and will become part of the employee's formal evaluation.

- e. An unsatisfactory rating on an employee's evaluation will result in a written plan for improvement developed in consultation with the employee. The improvement plan will include, but not be limited to:
1. Observed at least twice during the Plan of Improvement
  2. Indicate the expected outcomes
  3. Action steps to reach outcomes
  4. Timeline to meet outcomes
  5. Assistance to be provided
  6. The Plan for Improvement shall last for not less than forty-five ( 45) work days and not more than ninety ( 90) work days except that the minimum time may be shortened by agreement between the administrator and the Superintendent.
- f. After the evaluation conference, and once the employee has provided comments if he/she chooses to do so, a copy shall be given to the employee and the original shall be placed in the employee's personnel file.

## **Section 5. Supervisory and Administrative Evaluations**

JESS Bargaining Unit Members shall be given the opportunity to provide input regarding the performance of supervisory and administrative personnel by May 15 on forms provided by the District. Completed forms shall be returned to the District Human Resource office.

## **ARTICLE 8**

### **Discipline, Discharge and Separation from Service**

#### **Section 1. Administration of Discipline**

The Employer agrees to administer discipline and discharge equitably and without discrimination and shall consider reasonable alternatives available prior to discharging any employee. At JESS' request, when possible, JESS will be included in the discussion regarding reasonable alternatives.

#### **Section 2. Progressive Discipline**

The Employer may discharge any employee for Just Cause.

Disciplinary action for other than serious infractions shall be customarily invoked in the order listed:

1. Oral reprimand or warning documented by a Record of Conversation;
2. Written reprimand or warning;
3. Suspension without pay;
4. Discharge.

Any evidence which may be used to support a disciplinary action must be initialed by the employee in order to indicate receipt of a copy of said document, prior to being placed in the personnel file. Copies of adverse documents shall be sent concurrently to JESS and APEA/AFT. Refusal to initial an adverse document will not bar its placement in the personnel file.

### **Section 3. Discharge and Separation from Service**

All accrued benefits, except PERS retirement contributions, shall be paid to separated employees on the next regular pay day coinciding with the pay period in which the last day was worked. Involuntarily terminated employees will be paid within three (3) business days of the last day in paid status per state labor law.

Exit interview surveys will be provided to staff who terminate without prejudice.

## **ARTICLE 9 Grievance Procedure**

### **Section 1. General**

For the purposes of this article, "day" shall mean working day. A working day is defined as any day the Juneau School District Central Office is open for business.

The parties agree that they will promptly attempt to adjust all complaints, disputes, controversies or other grievances arising between them involving the terms and provisions of this Agreement or any other controversy or dispute that arises between the parties.

Informal Resolution of Differences: It is desired that differences between employees and supervisors be resolved at the lowest level possible. To achieve this goal, employees are required to discuss such differences with their supervisor as soon as possible after they are aware of the event leading to the difference and prior to filing a grievance. Supervisors are similarly required to be responsive to such discussions. An employee may use the services of a JESS Employee Representative in holding such a discussion. Adjustments made at

this level may not conflict with this agreement or applicable laws, regulations or policies and shall be non-precedential. If the supervisor has not responded, or the employee is not satisfied with the supervisor's response, the employee must file a written grievance within the time frames set forth below.

A Grievance shall be defined as any controversy or dispute involving the interpretation or application of this Agreement arising between JESS or an employee(s) and the Employer. The following grievance-arbitration procedure shall be used as the sole means of settling such differences, disputes or controversies. It is further agreed that the parties covered herein shall be bound by any written decisions, determinations, agreements or settlements which may be effectuated through the grievance-arbitration procedure.

A grievance must be initiated within twenty (20) days of the effective date of the disputed action or inaction, or the date the grievant had access to the pertinent information, or was made aware of the action or inaction, whichever is later, except that grievances arising from demotion, dismissal or suspension shall be initiated within fifteen (15) days. Failure of the grievant to comply with these or other time limits specified herein shall operate as a waiver of the grievance.

Grievances arising from demotion, dismissal or suspension shall be initiated at Step 3.

Should the Employer not comply with the time limits specified herein, the grievant may immediately refer the grievance to the next higher step. Time limits may be extended by mutual agreement.

All grievances shall be processed on the grievance forms provided by the Employer. A copy of the grievance form is attached to this contract in Appendix A.

No one participating in a grievance proceeding shall suffer reprisal for doing so. The parties shall reasonably adhere to the principle of "Work Now/Grieve Later" during the processing of the grievance.

The grievant shall have the right to be assisted and accompanied by a JESS or JESS designated representative at all steps of the grievance procedure.

This procedure shall not be available to probationary employees, except those employees holding probationary status as the result of promotion or transfer.

## **Section 2. Grievance Procedure**

### Step 1

A grievance shall be initiated by the grievant and a JESS representative by submitting the grievance on the grievance form to the Grievant's first level of supervision outside the JESS unit. The supervisor shall discuss the grievance with the JESS representative, with or without the Grievant. The supervisor will also confer with the Human Resource Director and provide a written response within seven (7) days.

### Step 2

If resolution is not reached at Step 1, the grievance may be submitted to the Superintendent within twenty-five (25) days of the Step 2 response or the date the response was due, whichever is earlier. Within ten (10) days the Superintendent shall meet with the JESS designated representative to discuss the grievance and shall provide a written response within twenty-five (25) days of the meeting.

### Grievance Mediation

If a grievance remains unresolved at Step 2, and the parties mutually agree, grievance mediation may be attempted in an effort to resolve the issue prior to proceeding to arbitration. Within fifteen (15) days of the agreement to proceed to mediation, JESS and the Superintendent shall meet in an effort to select a mediator. If the parties cannot agree upon a mediator, the procedures outlined in Step 3 below shall be used for selecting a mediator.

Comments, opinions, admissions, and settlement offers of the parties or of the mediator shall be confidential and shall not be admissible or in any manner referred to in any future arbitration, hearing, or other matter. If the grievance remains unresolved at the conclusion of the mediation meeting, the mediator will provide an oral statement to each party regarding how he/she would rule in the case based upon the evidence and argument presented. Expenses incident to the services of the mediator shall be borne equally by both parties. Except for the expenses of the mediator, each party shall be responsible for its own costs and fees.

Should the grievance remain unresolved at the conclusion of grievance mediation, and the union wishes to proceed to arbitration, a written demand for arbitration must be submitted within fifteen (15) days of the end of the mediation hearing.

### Step 3

If resolution is not reached at Step 2, the grievance may be submitted to arbitration in the following manner: Within fifteen (15) days of the receipt of the Superintendent's response at Step 2 or the date the response was due, whichever is earlier, JESS shall deliver to the Superintendent a written demand for arbitration. Within ten (10) days, JESS and the Superintendent shall meet in an effort to select an arbitrator. If an arbitrator has not been agreed upon within five (5) days thereafter; the parties shall jointly contact the U.S.

Federal Mediation and Conciliation Service (USFMCS) or the American Arbitration Association (AAA) and request the names of seven (7) qualified arbitrators. The parties shall then proceed alternately to strike names from the list until one name remains and that person shall become the arbitrator. The first party to choose will be determined by a coin toss.

### **Section 3. Arbitration Procedures**

The arbitration shall commence at a location within the City and Borough of Juneau at a time selected by the arbitrator and agreed upon by the parties. By mutual agreement, parties may choose a different location or platform.

The arbitrator will hear only matters regarding the application or interpretation of a specific article of this Agreement or a claim that an article or articles have been violated. The arbitrator shall have the power to return a grievant to employee status with or without the restoration of back pay or mitigate the penalty as equity suggests under the facts. The arbitrator shall have no authority to rule contrary to, expand upon, or eliminate any of the terms of this Agreement nor to award damages which are punitive in nature. Within thirty (30) days of the completion of the hearing the arbitrator shall provide the parties with written findings of fact, and conclusions of law, if any, and the complete rationale for any award.

Each party shall bear its own expenses associated with the arbitration. The arbitrator shall assign fees and expenses to the losing party -either to the Employer or JESS -and if there is no losing party, the fees and expenses shall be borne between the parties as the arbitrator shall direct in the award.

The arbitrator's award in accordance with these procedures shall be final and binding upon the parties and may be specifically enforced by either party in accordance with AS 9.43.010 et.seq. which is hereby incorporated by reference.

### **Section 4. Removal of Documents**

Documents implementing penalties which are later reversed in the grievance-arbitration procedure shall be removed from the personnel file. The parties agree that this provision does not preclude the maintenance of such records in the Labor Relations files provided such documents shall not be forwarded to potential employers within or outside the School District.

## **Examination of Records**

### **Section 1. Access to Personnel Files**

Employees shall have access to their personnel files. An Employee is entitled to one (1) copy of each document in the Employee's personnel file in any twelve (12) month period. A ten (10) cent per page charge will be made for subsequent copies of any document. Routine entries pertaining to salary information shall be excluded from a per-page charge.

### **Section 2. New Entries**

Any document which may be used to support a disciplinary action must be initialed by the Employee, in order to indicate receipt of a copy of said document, prior to being placed in the personnel file. Copies of the adverse documents shall be sent concurrently to the JESS President and APEA/AFT. Identifying employee information will be redacted from the copies at Employee's request. Refusal to initial an adverse document will not bar its placement in the personnel file. Employees will be informed of all new non-disciplinary entries being made into their personnel files and will be provided with a copy of the entry. The Employee may, within fifteen (15) calendar days of the date of transmittal, submit written comments thereon. Routine entries pertaining to salary information are not covered by this Article.

### **Section 3. Adverse Documents**

Adverse documents, including written reprimands and warnings, placed in a Bargaining Unit Member's personnel file may, at the discretion of the District and at the request of the Employee, be removed after one calendar year if no further incident of the same or a similar nature occurs. If the District declines to remove the adverse documents, the Human Resource Director or designee will meet with the Employee to discuss the reasoning for their decision.

## **ARTICLE 11**

### **Reduction in Force**

#### **Section 1. Contemplated Reductions and Seniority**

In the event that a reduction in force becomes necessary, the parties are committed to limiting adverse impact on employees. The District will make a good faith effort to notify JESS as soon as it is determined that a reduction in force may be needed. Seniority and the qualifications necessary to provide needed services will guide District action.

Primary Seniority lists shall be maintained based solely on current classification. This list will be provided to JESS within five (5) working days of a request by the JESS President or designee.

If a layoff is anticipated, secondary Seniority lists shall be prepared based upon demonstrated qualification

to work in other classifications. Qualifications shall be established by (1) prior assignment in the bargaining unit or (2) documentary evidence provided to the district and contained in the personnel file of the employee. Bargaining Unit Members are responsible for providing to the District any relevant records demonstrating qualifications. Detailed records review shall be limited to those junior employees who are least senior in a targeted classification.

Seniority is defined as length of continuous service with the District, calculated in terms of service as defined in Article 1, Section 3. Ties in Seniority shall be broken by drawing lots, prior to issuance of lay-off notices. Each employee name shall be written on a small piece of paper and placed into a box. The first name drawn shall be the most senior. A union representative shall be present to observe the selection process.

## **Section 2: Process**

The District may lay off a classified employee for reasons of program change, lack of funds, or lack of work.

Once the district determines the required FTE reduction in individual classifications, the required number of FTE of least senior employees shall be identified from those classifications. Their full records will be examined to determine qualifications for other assignment.



The District reserves the right to reassign employees, as qualified, to meet its needs. Two types of reassignment are possible. First, to a classification previously held in the bargaining unit, if a less senior employee occupies a position in that classification. Second, to a vacant position in a classification for which the employee is judged qualified. Reassignment can be made to a position with lesser or comparable FTE or a shorter or comparable assigned work year than the reduced position, but cannot be made to a position with higher FTE or a longer assigned work year. Both types of reassignment will be arranged or completed before issuance of lay-off notices.

When reassignment occurs into a Job Classification not previously held, the employee shall serve a ninety (90) day probation. If, however, the position to which the employee is assigned is substantially similar to that held just prior to layoff, e.g., any Administrative Assistant or Office Assistant position, the probationary period shall be no less than fourteen (14) days and no more than forty-five (45) days. Should the District decide to terminate the new assignment during the probationary period, the affected employee shall be laid off and placed on the recall list, based upon Seniority in the position held prior to reassignment.

Not less than twenty (20) work days before the issuance of any lay-off notice, the District and JESS shall meet and discuss the contemplated reduction and possible alternatives to the contemplated reduction. The parties agree to make themselves available for such discussion, to avoid unreasonable delay.

### **Section 3: Order of Layoff**

- a. No permanent Bargaining Unit Member or probationary Bargaining Unit Member in a classified position shall be laid off while there are temporary employees serving in the same position classification or other position classification performing work for which the permanent or probationary Bargaining Unit Member is qualified and to which he/she could reasonably be assigned.
- b. No permanent Bargaining Unit Member in a classified position shall be laid off while there are initial hire probationary Bargaining Unit Members serving in the same or other position classifications performing work for which the permanent employee is qualified and to which he/she could reasonably be assigned.
- c. The Employer shall give written notice of layoff to the affected Bargaining Unit Member at least thirty (30) days before the effective date of the layoff, stating the reasons for the action. Notice of layoff will be sent using contact information currently on file with the District. Employees are expected to maintain valid mailing addresses and contact information with Human Resources.

#### **Section 4. Employment Options**

- a. The name of a laid off Bargaining Unit Member shall be placed on the layoff list for the appropriate job classification for sixteen (16) months. When a position becomes available, the position shall be offered to all persons on the layoff list within that job classification individually, beginning with the most senior and working to the least senior. The position shall be considered filled when the most senior available Bargaining Unit Member accepts the position. Refusal of such an offer shall constitute resignation in good standing from the classified service, or, if such refusal is made by a Bargaining Unit Member currently employed in another capacity in the classified service, shall cancel all layoff rights to the class from which laid off.
  
- b. No loss of earned leave or other earned benefits shall occur and no additional benefits shall accrue during the period the Bargaining Unit Member is on the layoff list and not otherwise employed by the District.

#### **Section 5. Termination of Employment**

A Bargaining Unit Member's name shall remain on the layoff list for a period of sixteen (16) months. If not rehired to a position within this time, the Bargaining Unit Member shall be considered to have terminated without prejudice.

#### **Section 6. Rehire Specific to Employees Affected by Reductions in Force**

A Bargaining Unit Member who terminates without prejudice and is rehired by the District within twelve (12) months in the same classification shall retain the step placement, leave accrual rates, and Seniority held at the time of termination.

### **ARTICLE 12 Vacancy Notice**

#### **Section 1. Vacancies**

- a. A vacancy shall be deemed to exist at the time the District formally declares such vacancy.
  
- b. The Employer agrees to prepare and distribute to the JESS Executive Board a listing of position vacancies and announcements of newly created positions at least five (5) calendar days before filling the position to allow interested Bargaining Unit Members who qualify to apply for the

position. Posting time may be reduced by mutual agreement on a case by case basis.

- c. Bargaining Unit Members who meet the minimum qualifications for the vacancy and who are not under any remedial program shall be given an opportunity to interview for the opening. This provision does not preclude negotiated transfer designed to resolve workplace problems.
- d. If a current Bargaining Unit Member, who is not in probationary status, is at least equally qualified than non-Unit Member applicants the current Bargaining Unit Member shall be given preference in hiring for vacant positions.
- e. District Seniority shall be one of the criteria used in making the final selection.
- f. If a Bargaining Unit Member applies for a position and is not selected, he or she may request, in writing within ten (10) working days of the date on which they were notified of their non-selection, the reasons for non-selection. The Human Resource Director shall respond to such request, in writing, within ten (10) working days.

## **Section 2. Incremental FTE Vacancies (less than or equal to 0.60 FTE)**

- a. Shall be offered in-building via email for 24 hours to determine Bargaining Unit Member interest. An in-building Bargaining Unit Member may express their interest in the additional incremental FTE in writing. If two or more Bargaining Unit Members express interest in the incremental FTE, the Supervisor will have a conversation with each interested Bargaining Unit Member regarding the suitability of the additional FTE. (i.e. scheduling conflicts, previous work experience, evaluations, seniority, and student need) After speaking to each interested Bargaining Unit Member, the Supervisor will determine the best fit for the incremental FTE and notify all interested parties.
- b. If no in-building candidates fill the vacancy, the position will be posted publicly as stated in Section 1 of this Article. The 24-hour period described in Section 2. a. constitutes the first day of the 5-day posting period per Section 1. b.
- c. The combination of a Bargaining Unit Member's current FTE and incremental FTE shall not exceed 1.0 unless approved by the Human Resources Director.
- d. Bargaining Unit Members currently on a performance improvement plan are not eligible to apply for incremental FTE.

- e. Bargaining Unit Members currently in initial probationary status are eligible to apply if the position posts publicly.

## **ARTICLE 13**

### **Wages**

#### **Section 1. Wages**

The 2021-2022 Salary Schedule shall be the basis for bargaining unit pay. The Salary Schedule for the 2022-2023 school year shall be increased by \$0.40 and 1.0% per cell. (Appendix D) The Salary Schedule for the 2023-2024 school year shall be increased by \$0.40 and 1.0% per cell. (Appendix E) The Salary Schedule for the 2024-2025 school year shall be increased by \$0.40 and 1.0% per cell. (Appendix F)

Separate Salary Schedules for School Nurses are appended hereto as Appendices G, H, & I .

Up to five years of verified experience as a Registered Nurse shall be credited for initial salary placement for nurses hired after July 1, 2009.

The parties agree to re-open negotiations on Article 13, Section 1 dependent upon a legislative increase to the Base Student Allocation in FY23 - FY24; the parties shall agree to re-open FY23 for FY24 wages or FY24 for FY25 wages. The re-opening of negotiations will commence after November 15<sup>th</sup> and no later than February 15<sup>th</sup>. This provision is not intended to and does not re-open, modify or otherwise affect any other term or condition covered in or by operation of this agreement, including but not limited to the terms for other forms of compensation or benefits. In the event the parties are unable to satisfactorily conclude such negotiations, there shall be no strike or lockout and if the parties are unable to agree on what, if any, changes occur, the parties shall resolve their dispute through binding interest arbitration.

#### **Section 2. Step Increases**

Salary step increases shall be -effective on July 1 so long as the employee is not subject to a formal Plan of Improvement or pending performance-based disciplinary action.

#### **Section 3. Promotions**

Upon promotion, a Bargaining Unit Member's salary in the new range will provide an increase at least equal to two steps beyond current placement in the range from which the Member came.

#### **Section 4. Demotions**

- a. Bargaining Unit Members who receive a demotion or accept a lower range job shall be paid at the step in the range of the lower job classification which best reflects creditable District service.
- b. A Bargaining Unit Member whose position is assigned to a lower salary range or whose position is reallocated to a job classification which carries a lower salary range and who continues in the position shall be treated as follows:
  1. If the Bargaining Unit Member's current salary is the same as any step in the new range, the Bargaining Unit Member shall enter the new range at that step.
  2. If the Bargaining Unit Member's salary falls within the lower range but between steps, the Bargaining Unit Member's salary shall remain frozen until the next July 1 at which time the Bargaining Unit Member shall be placed at the next higher step.
  3. If the Bargaining Unit Member's current salary exceeds the maximum of the new range, the Bargaining Unit Member's salary shall remain frozen for a period of two (2) fiscal years or until the Bargaining Unit Member's salary is the same as any step or falls between steps which appear on the salary schedule, whichever is earlier.

#### **Section 5. Shift Differential**

- a. All Bargaining Unit Members who work "swing" shift beginning between 3:00 p.m. and 9:59 p.m. will be paid one (1) step above the rate normally received.
- b. All Bargaining Unit Members who work a "graveyard" shift beginning between 10:00 p.m. and 5:59 a.m. shall be paid \$0.17 per hour in addition to the above shift differential.
- c. A Bargaining Unit Member assigned to lead a "graveyard" shift shall be paid additional \$0.33 per hour in addition to "a" and "b."
- d. A Bargaining Unit Member who works a shift that requires a break in excess of an hour midway through the shift assignment and is required to return to work during either swing or graveyard shift, shall receive the applicable shift differential rate for the hours following the break.

- e. A Bargaining Unit Member who does not work in excess of 37.5 hours in a work week, and who is called to work outside her/his normally scheduled shift, shall be paid a shift differential consistent with (a), (b), and (c) of this section.

**ARTICLE 14**  
**Working Conditions**

**Section 1. Workweek**

The workweek shall be thirty-seven and one-half (37.5) hours in pay status, normally five (5) consecutive days with two (2) consecutive days off and normally seven and one-half (7.5) hours each day. All time worked in excess of seven and one-half (7.5) hours per day (excluding alternative schedules) or thirty-seven and one-half (37.5) hours per week shall be compensated for by the appropriate unit of compensation. Time off for paid approved leave, jury duty, holidays, and in-service training shall be considered as part of the workweek.

In the event an employee believes their working hours have increased as a result of changes in their workload, they may request through union representation that a review be conducted to determine if a change in their hours should reflect proportional increases in pay and/or benefits and consideration for longer working hours and/or increase in the number of work days. The District agrees to meet with union representation, the employee and the employee's immediate supervisor for the purpose of review. The District shall determine if a change in the work assignment is necessary.

For the purpose of this Article, "normally" is defined as conforming to the usual or typical pattern now practiced. It is recognized that deviations from the normal may occur occasionally.

A week is defined as the period from Monday, 00:00 to Sunday 23:59.

**Section 2. Work Schedule**

Nine (9) and ten (10) month Bargaining Unit Members shall be notified in writing, no later than May 1 of the current fiscal year, of summer dates and the start date of the following school year.

Bargaining Unit Members will not be expected to perform work for the District without being compensated. Any hours worked will be compensated at the appropriate rate of pay in accordance with the provisions of

Articles 1, 13, and Section 1 above.



## **Summer Work Opportunities**

All summer work opportunities involving work duties included in JESS represented job descriptions shall be offered to Bargaining Unit Members. The District will send an electronic survey between March 1 - April 1, which will be open for at least 10 days while school is in session, asking JESS employees if they wish to be considered for summer employment.

Work assignments shall be offered, in order of Seniority and qualifications, in the following manner:

- Survey Respondents
  - Incumbent to summer position
  - Other Bargaining Unit Members who are qualified to perform the available work
- Applicants after the survey closes

Employees will be compensated at the rate of pay for the job classification of the summer work at the level equivalent to their current years of experience.

## **Section 3. Lunch Break**

An uninterrupted lunch break of not less than thirty (30) minutes or more than one (1) hour shall be allowed approximately midway of each shift. Any unavoidable or supervisor-directed interruption of a Bargaining Unit Member's lunch break shall result in either the Bargaining Unit Member's lunch interval restarting or the lunch break being considered paid work time at the supervisor's discretion and in compliance with FLSA. An additional lunch period of thirty (30) minutes shall be allowed when a Bargaining Unit Member works more than two (2) hours past the regularly scheduled shift. Such additional lunch period shall be considered as time worked, and shall be paid at the Bargaining Unit Member's overtime unit of compensation. A lunch break may be waived by Members whose assigned work shift is less than five and one half (5.5) hours per day, with the approval of the supervisor.

It is recognized that all Bargaining Unit Members are entitled to and shall receive a daily lunch break. Bargaining Unit Members shall not be subject to discipline for taking a contractually guaranteed lunch break.

## **Section 4. Relief Periods (Fifteen [15] Minute Breaks)**

Bargaining Unit Members shall be allowed one (1) relief period approximately midway during the first (1st) half of the shift and one (1) relief period approximately midway during the second (2nd) half of the shift. When working other than the regular shift, relief periods shall be allowed consistent with the above schedule.

The Employer and JESS shall jointly establish reasonable rules governing the taking of these relief periods.

### **Section 5. Payday**

The Employer shall establish a regular payday biweekly on which Bargaining Unit Members shall be paid. If a regular payday falls on a holiday, Saturday, or Sunday, the last working day before such holiday, Saturday, or Sunday shall be considered payday. If a regular payday falls on a banking holiday the last working day before such banking holiday will be considered a payday.

Upon receipt of written request, the District will electronically submit net pay as directed by employee to one or more financial institutions on the next available pay date. Pay for nine (9) and ten (10) month employees will not be spread over twelve (12) months.

The Employer shall itemize all deductions on paychecks so Bargaining Unit Members can clearly determine the purpose for which amounts have been withheld. The form shall reflect the number of straight-time hours, overtime hours, and Association dues or fees deducted.

### **Section 6. Alternative Schedule**

- a. During the period when school is closed for summer, the Employer and JESS may mutually agree to a four (4) day-a-week work schedule for those employees on the job. Such approval shall be sought through the Human Resource Office. The workweek shall be thirty-seven and one-half (37.5) hours on four (4) consecutive days, within the normal Monday through Friday workweek. Should a holiday fall within this time period, the Bargaining Unit Member's number of hours to be worked shall be reduced by seven and one-half (7.5) hours during the week.

Overtime for this special schedule shall begin after the Bargaining Unit Member has been in a pay status for thirty-seven and one-half (37.5) hours. Overtime shall be paid at the appropriate unit of compensation (See Article 1, Section 2).

- b. Proposals developed through site-based decision-making that would necessitate an amendment of the work schedule standards provided in Section 1 through 2 of Article 14, shall be implemented only upon the approval of the Principal, the Association and two-thirds of the affected JESS represented staff assigned to that school.

### **Section 7. Working in a Higher Classification**

The Employer agrees that when a Bargaining Unit Member is required to work in a classification rated higher than the Bargaining Unit Member's own for five (5) or more consecutive working days, that the Bargaining Unit Member shall then be paid at the higher rated classification, retroactive to the first day of such work. Under no circumstances will the increase in pay be less than 6%. Such assignments must be made in writing by the immediate supervisor or Bargaining Unit Member and must be approved by the Director of Administrative Services or designee prior to the Bargaining Unit Member's assumption of duties. JESS shall receive a copy of the written assignment.

### **Section 8. Shift Assignment**

Bargaining Unit Members shall be scheduled to work on regular shifts having regular starting and ending times. A Bargaining Unit Member's work schedule shall not be changed without notice to the employee at least five (5) working days prior to the date the change is to be effective, except in emergency circumstances. It is agreed by the parties that Roving Custodial positions are not subject to the provisions of this Section.

### **Section 9. Minimum Call-Back Pay Guarantee**

A Bargaining Unit Member who is called back to work outside of the Bargaining Unit Member's regularly scheduled workweek shall receive a minimum guarantee of 2-hours of pay at the appropriate rate, whether or not the Bargaining Unit Member is utilized for the full 2-hours.

### **Section 10. Training**

#### **a. Employer Provided Training**

1. In-service: The Employer and representatives of the Association shall meet quarterly to determine and review training opportunities to be offered to Bargaining Unit Members during inservice days. Upon request of the Bargaining Unit Member and with administrative approval, Bargaining Unit Members shall be provided the opportunity on in-service days to attend Building and/or District training sessions. Attendance at in-service sessions shall be spread as equitably as practical among Bargaining Unit Members at the same worksite.

The sessions provided by the District shall include training relevant to the Bargaining Unit Members and may include, but not be limited to, MANDT training, CPR, First Aid, Crossing Guard duties, and Internet Safety, Security and Computer Usage.

Job orientation will be provided by supervisors, as needed, for employees new to the district or for transfer employees. The job orientation for Special Education Paraprofessionals shall

include pertinent student information necessary for safe, effective performance of assigned duties.

2. Safety Training: The District shall provide mandatory safety training on a regular basis for all custodial and maintenance staff. Upon request from a Bargaining Unit Member, the District shall make a reasonable effort to make written safety and hazardous materials information in the Bargaining Unit Member's primary language.

b. Tuition Reimbursement Program

A tuition reimbursement program shall be funded at a cost not to exceed ten thousand dollars (\$10,000.00) for each fiscal year. Reimbursement will be considered providing there is a direct relationship to the duties performed in the Bargaining Unit Member's current position. Reimbursement shall be limited to \$1,000, per Member, per fiscal year.

A Bargaining Unit Member may apply for training funds by filling out an application and submitting it to the JESS Executive Board. The JESS Board shall review the application and recommend or not recommend that the application be approved. The application, with the JESS Board's recommendation, shall be forwarded to the Superintendent or designee, for final approval.

**Section 11. Health and Safety**

c. Health

1. Hepatitis "B" Vaccination: All employees who have been exposed to blood or other potentially infectious materials will be offered the Hepatitis B vaccine. Exposure must be reported to a District Nurse immediately.

If an employee's job classification is identified in the District's Blood Borne Pathogen Exposure Control Plan, the vaccine will be offered within ten (10) working days of the employee's initial hire.

An employee who wishes to decline the vaccine must sign a waiver.

d. Safety

- 1.
2. The parties recognize that each Bargaining Unit Member has an obligation to perform the duties in conformity with District safety procedures and regulations. The District shall provide safety awareness information for all Bargaining Unit Members. Employees have the right to expect a workplace that is not detrimental to their health or safety. Employees will bring to the attention of their principal/supervisor any situation that they believe will place them or others at risk.

3. Applicable workplace safety codes adopted by the State of Alaska will be the minimum standards for the employee workplaces. Safety aids, devices, and equipment which are reasonably necessary to ensure the safety and health of employees while performing the essential functions of their positions will be furnished. Any concerns about safety and health are to be directed to the principal/supervisor. Additionally, the Association will make the Human Resources Department aware of areas in which there are any concerns.
4. Staff will be provided necessary information to perform the job regarding student(s) with a known medical problem or history of behaviors that could present a threat to the safety of students or staff. Staff 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) Staff will be provided support and instructions on how to engage with students with known history or violent behaviors. Special Education Paraprofessional training under Alaska regulation [4 AAC 52.250](#), paraprofessionals (or, per the regulation, 'special education aides') must be trained annually by the District in a variety of skills.

## **ARTICLE 15**

### **Classification**

#### **Section 1. Classification System**

It is the obligation of the Employer to maintain the classification system and the pay plan, based upon the principle of like pay for like work. All positions subject to this Agreement shall be classified on the basis of job duties and responsibilities in accordance with standard classification procedures.

The JESS President and APEA/AFT shall be notified in writing prior to a change in the salary assignment or classification of any position in the Bargaining Unit.

#### **Section 2. Requests for Reclassification**

The following procedures shall be the sole means of settling disputes concerning the maintenance of the classification system, including, but not limited to, disputes regarding the classification of individual positions and the salary ranges assigned to specific job classifications.

- a. In the event there has been a material change in job duties assigned or in duties included in the published job description for a given position, a request for individual position evaluations and reclassifications shall be submitted to the Human Resources Director. Either JESS or the District may initiate such a review. A material change is a change directed by the District and not substantially similar to any job descriptions assigned to the employee's classification.
- b. Requests for a group job class evaluation and reclassification shall be submitted to the Human

Resources Director by JESS, subject to the same requirements listed above.

- c. The Human Resources Director will review with the Employee and their Supervisor the duties and responsibilities of the job class and their relationship to the job description of the position in which the employee(s) is/are operating.
- d. The Human Resources Director will render a decision within thirty (30) days of receipt of the request for position evaluation or job class evaluation. In the event a decision is rendered after thirty (30) days, which approves the reclassification request, the reclassification shall be made effective thirty (30) days after the request was submitted. A decision must be rendered within one hundred twenty (120) days after the request was submitted.
- e. JESS may submit to the Superintendent a notification of appeal within twenty-one (21) days of receipt of the Human Resources Director's decision.
- f. JESS and the District will agree to a neutral third-party to hear the appeal and to recommend action for resolution to the dispute. Costs incurred by the neutral third-party shall be shared equally between the District and JESS.
- g. The recommendation will be submitted to the Superintendent for a binding decision. If a change in classification is warranted, upgrading will occur at the time of the decision and not be retroactive, except as noted in "d", above.

## **ARTICLE 16**

### **Job Descriptions**

Upon employment, the District will provide each employee with a job description which will describe the duties of the position in which employed.

The job description shall be used by the supervisor in the evaluation of a Bargaining Unit Member's performance during the evaluation period. At that time, the job description will be reviewed by both the supervisor and the employee for accuracy and appropriateness. If the description needs to be updated, the District will do so, and a copy of any amended description shall be given to the Bargaining Unit Member at the time such amendments are final.

## **ARTICLE 17**

## Holidays

### Section 1. Holidays

The following days shall be recognized as holidays, and they shall be paid for at the straight time rates if not worked, provided that the employee was in pay status, per the assigned work schedule, on the day before and the day following the holiday:

New Year Day	Alaska Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	The Day immediately following Thanksgiving
Memorial Day	Christmas Day
Juneteenth	The Day immediately following Christmas
Fourth of July	Any other day designated a permanent, legal holiday by the
Labor Day	US Congress or the Governor of Alaska, excluding Seward's Day &
Veterans Day	Columbus Day

### Section 2. Observance of Holidays

If any of the recognized holidays fall on Sunday, the following Monday shall be considered the legal holiday. If any of these holidays fall on Saturday, the Friday immediately preceding the holiday shall be considered the legal holiday.

### Section 3. Holidays Worked

Unit Members required to work on a holiday shall be compensated by allowing the unit of compensation in addition to the holiday allowance set forth above.

## ARTICLE 18

### Annual Leave

#### Section 1. Maximum Leave Accrual

Bargaining Unit Members shall be allowed to accrue up to a maximum of 525 hours of annual leave. At the end of the fiscal year, unused leave in excess of the maximum shall be cashed out at the Bargaining Unit Member's current rate of pay. This cash out does not affect the maximum cash out level listed in Section 6 of this Article.

**Section 2. Annual Leave Schedule**

A. Leave Accrual: Annual leave for full-time Bargaining Unit Members

Unit Members hired before June 30, 2012 will accrue annual leave at the rate listed under the following schedule:

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Unit Members with ten (10) years or more of service:	Hours per Pay Period	Hours per Year
2.50 days for 9 month employees	8.7	176.61
2.50 days for 10 month employees	8.7	187.05
2.50 days for 12 month employees	8.7	226.20

Unit Members hired after June 30, 2012 will accrue annual leave at the rate listed under the following schedule:

Unit Members with less than two (2) years of service:	Hours per Pay Period	Hours per Year
1.25 days for 9 month employees	4.35	88.31
1.25 days for 10 month employees	4.35	95.53
1.25 days for 12 month employees	4.35	113.10

Unit Members with two (2) but less than five (5) years of service:	Hours per Pay Period	Hours per Year
1.50 days for 9 month employees	5.22	105.97
1.50 days for 10 month employees	5.22	112.23
1.50 days for 12 month employees	5.22	135.72

Unit Members with five (5) but less than ten (10) years of service:	Hours per Pay Period	Hours per Year
1.75 days for 9 month employees	6.08	123.42
1.75 days for 10 month employees	6.08	130.72
1.75 days for 12 month employees	6.08	158.08

Unit Members with ten (10) years or more of service:	Hours per Pay Period	Hours per Year
2.00 days for 9 month employees	6.98	141.69
2.00 days for 10 month employees	6.98	150.07
2.00 days for 12 month employees	6.98	181.48

Permanent part-time Bargaining Unit Members, as defined, shall accrue annual leave on a prorata basis according to the number of hours worked.



Supervisors will respond to leave requests within a reasonable period of time.

**B. Use of Leave During Seasonal Breaks:**

Bargaining Unit Members working either a nine (9) month or a ten (10) month schedule shall be required to use annual leave on a day for day basis for seasonal breaks during the school year that are not compensated for as holiday pay up to ten (10) days of annual leave. If a Bargaining Unit Member must use over ten (10) days of annual leave to cover seasonal breaks during any given school year, the Bargaining Unit Member shall not work and will not be paid for days beyond their accrued time. A Bargaining Unit Member may be requested to work during seasonal breaks by the Employer.

**C. Leave Advances for Seasonal Breaks:**

Bargaining Unit Members who have less than five (5) years of service, who have not used annual leave from the beginning of school year until the Winter Break, and who are not in probationary status will be entitled to an advance of leave time to cover one (1) seasonal break (either Winter or Spring) provided they do not have sufficient leave accrued. The Bargaining Unit Member must notify the Payroll Office in writing fifteen (15) days prior to the break in order to receive the leave advance.

**Section 3. Probationary Accrual**

Bargaining Unit Members in initial probationary status shall not accrue, and therefore cannot use, annual leave time until they have completed their initial probationary period. Upon successful completion of the initial probationary period the Bargaining Unit Member shall be credited with accrual of annual leave retroactive to their date of hire.

**Section 4. Mandatory Leave**

At least ten (10) days of annual leave, up to the amount accrued, must be taken each fiscal year starting with the first full fiscal year of employment. Vacation time shall be mutually agreed upon by the School District and the Bargaining Unit Member and shall be scheduled at such time as will least interfere with the functions of the Employer, but which accommodates the desires of the Employee to the greatest degree feasible; this includes winter vacation if desired. If agreement cannot be reached, the decision rests with the Employer.

## **Section 5. Holidays While on Leave**

If a holiday occurs while a Bargaining Unit Member is on annual leave, that day will be compensated as Holiday Pay, not as annual leave, pursuant to Article 17, Section 1.

## **Section 6. Annual Leave Cash-Out**

Each Bargaining Unit Member shall, upon request to the Employer, receive payment for accrued but unused annual leave up to a maximum of thirty (30) days in any fiscal year. The Bargaining Unit Member's leave balance shall be reduced by the number of days for which payment is made.

Up to five (5) days cashed out may be applied to the mandatory leave usage requirement of Section 4 of this Article at the Bargaining Unit Member's option.

## **Section 7. Salmon Derby**

In the event that the first day of school falls on the Monday following Salmon Derby, up to 50% of staff in each site/dept will not be denied the use of annual leave for the Friday of Salmon Derby. If more than 50% of staff in a site/dept wish to have the day off, a lottery process will be used to determine who gets the day off. Alternates will be chosen as well in case someone originally selected opts not to take the day off. Those who are required to work on the Friday of Salmon Derby may use annual leave to leave work early once all necessary work has been completed and their Supervisor approves.

If the first day of school does not fall on the Monday following Salmon Derby, Bargaining Unit Members will not be denied the use of annual leave for the Friday of Salmon Derby, except in emergencies.

# **ARTICLE 19**

## **Sick Leave**

### **Section 1. Sick Leave Accrual & Reward**

Sick leave for all Bargaining Unit Members shall accrue as follows:

- a. Permanent full-time Bargaining Unit Members shall accrue sick leave at the rate of four and thirty-five one hundredth (4.35) hours for each full pay period worked.
- b. Permanent part-time Bargaining Unit Members, as defined, shall accrue sick leave on a pro-rata basis according to the number of hours worked.
- c. Sick leave accrued but not used shall accumulate until termination of employment at which time

it shall be automatically canceled without pay, except as provided in paragraph f. below.

- d. Upon the death of a Bargaining Unit Member, any unused sick leave balance shall be paid in cash to beneficiaries at the current rate of pay.
- e. Bargaining Unit Members who have accrued a minimum of sixty (60) sick leave days may elect to be compensated for accrued sick leave on the following basis:
  - 1. Such Bargaining Unit Members may, upon written request submitted to the District payroll office between November 1, and November 15, elect to be compensated at the following rate. Verification of the eligible leave balance shall be as of June 30 of the previous fiscal year.
    - a. Seven hundred fifty dollars (\$750) if the Bargaining Unit Member used no Sick Leave during the previous fiscal year;
    - b. Five hundred dollars (\$500) if the Bargaining Unit Member used seven and one-half (7.5) hours or less of Sick Leave during the previous fiscal year;
    - c. Two hundred fifty dollars (\$250) if the Bargaining Unit Member used more than seven and one-half (7.5) hours, but less than or equal to fifteen (15) hours of Sick Leave during the previous fiscal year.
  - 2. In the event that the Bargaining Unit Member elects to be compensated for unused sick leave, seven and one-half (7.5) hours of sick leave will be deducted from that Bargaining Unit Member's sick leave balance for each two hundred fifty dollars (\$250) received.
  - 3. Sick Leave donated to other District employees under the provisions of Section 6, of this Article, or placed in the JESS Sick Leave Bank under the provisions of Article 19, Section 5, shall not be considered sick leave used.
- f. A Bargaining Unit Employee who retires under PERS and who gives the Employer ninety (90) calendar days' notice of retirement may cash out accumulated sick leave, which will be included in the Employee's last payroll check, according to the following formula:

Hours Accumulated Sick Leave	Percent
For the First 225 hours (000-225)	0
Then for the Next 75 hours (226-300)	10
Then for the Next 75 hours (301-375)	12
Then for the Next 75 hours (376-450)	15
Then for the Next 75 hours (451-525)	19
Then for the Next 75 hours (526-600)	24

Then for the Next 75 hours (601-675)	30
Then for the Next 75 hours (676-750)	37
Then for all Hours over 750	45

If legislation should create an adjustment in PERS that grants credit for sick leave towards retirement, then the Employee shall have the option of applying the above formula or using accumulated sick leave balance toward retirement, consistent with applicable law.

## **Section 2. Probationary Sick Leave Credit**

An initial probationary Bargaining Unit Member shall not accrue sick leave until after thirty (30) calendar days of full-time or half-time service following the date of appointment. Upon completion of thirty (30) days, the Bargaining Unit Member shall be credited with accrual of sick leave retroactive to the date of appointment.

## **Section 3. Sick Leave Use**

- a. Sick leave shall be granted for medical or dental appointments for the Bargaining Unit Member or for illness of the Bargaining Unit Member or illness within the Bargaining Unit Member's immediate family (i.e. spouse/partner, children, mother and father) which requires the attendance of the Bargaining Unit Member or where the Bargaining Unit Member's presence on the job could jeopardize the health of fellow employees. A mother-in-law or father-in-law, when residing with the Bargaining Unit Member, shall be included under these provisions, OR, under other extenuating circumstances, the Employer may grant sick leave under this paragraph.
- b. Upon the death of the spouse/partner or other members of the immediate family of a Bargaining Unit Member or their spouse/partner, the Bargaining Unit Member may avail themselves of not more than fifteen (15) days of accrued sick leave. For the purposes of this sub section, immediate family shall include child, mother, father, grandparents, brother, sister or any person who stood *in loco parentis* for the Bargaining Unit Member or their spouse/partner. The Bargaining Unit Member may be asked to provide proof of the death of the family member (e.g. a copy of the death certificate, an obituary notice from a local newspaper, or a statement from the funeral home director).
- c. The Employer may require a doctor's certificate confirming the reason for absence. The requirement for a doctor's certificate must be made prior to the Bargaining Unit Member's return to work, and the timing of such request shall not be such as to preclude a reasonable potential to obtain such a certificate. Failure of an absent Bargaining Unit Member to promptly submit, upon request, a doctor's certificate showing the disability, shall be just cause for a three (3) day suspension.
- d. Abuse of sick leave shall be cause for termination.

#### **Section 4. Holidays While on Sick Leave**

If a holiday occurs when a person is on approved sick leave that day will be compensated as holiday pay not as sick leave, pursuant to Article 17, Section 1.

#### **Section 5. Sick Leave Bank**

- a. A Sick Leave Bank will be established to enable a Bargaining Unit Member to receive up to, but not more than, twice the number of sick leave days they has credited to them at the first (1st) day of a continuing illness or accident and in any event not more than twenty (20) days for any fiscal year for any individual Bargaining Unit Member. Days cannot be received from the Sick Leave Bank until the Bargaining Unit Member's sick and annual leave benefits have been exhausted.
- b. The Bargaining Unit Member or their representative shall submit a request to the President of JESS for additional sick leave as soon as the need for additional leave is recognized.
- c. The President of the Juneau Education Support Staff shall, within five (5) days of the request, determine the validity of the request.
- d. In order for a Bargaining Unit Member to participate in and be eligible to draw from the Sick Leave Bank the employee must have contributed one (1) day to the Bank during either the first thirty (30) days after they became eligible or during the open enrollment period which shall be the month of October.
- e. The Bargaining Unit Member, by refusing an assessment for the Bank or by written notification to the Juneau Education Support Staff, will cease participation in the Bank and thereafter be ineligible to draw from the Sick Leave Bank.
- f. It shall be the responsibility of the Juneau Education Support Staff to administer the Sick Leave Bank. The total number of days donated and the names of the donors shall be reported to the District Central Office by the Juneau Education Support Staff within ten (10) days of the acceptance of the donation.
- g. Except for new members, no assessment shall be made unless the number of days in the Sick Leave Bank falls below fifty (50) days.
- h. A new Bargaining Unit Member shall not be subject to an assessment during the six (6) calendar months following their initial contribution.

- i. An assessment charged to a school year employee during the summer will be canceled if they do not return to work in the fall.
  
- j. In the event that a participant in the Sick Leave Bank does not have enough accrued sick leave to allow for an assessment, the assessment will be deferred until sufficient sick leave has accrued. The employee will not be eligible to draw from the Sick Leave Bank until the assessment has been made.

### **Section 6. Transfer of Leave**

Bargaining Unit Members shall be allowed to transfer annual and sick leave to and receive donations of annual or sick leave from Bargaining Unit Members subject to the following conditions:

- a. Any leave received can only be used for sick leave purposes.
  
- b. Donations from separating Bargaining Unit Members are valid through the last pay period in which the donor is employed.
  
- c. Bargaining Unit Members will each be permitted to transfer a maximum of ten (10) days per fiscal year of Annual or Sick Leave per recipient to another Bargaining Unit Member if the recipient of the leave has exhausted all of the recipient's leave benefits, including any allowable amount from a contractual Sick Leave Bank.
  
- d. Each employee wishing to donate Annual or Sick Leave will fill out, date and sign a donation form showing the amount of Annual or Sick Leave the employee wishes to donate in increments of not less than four (4) hours and deliver said donation form to JESS President.
  
- e. The Employer will not be responsible for the collection, or any statements made in relation to the collection, of said donations.
  
- f. JESS will deliver all donation forms for the recipient to the Human Resource Director or designee. The total amount of donated leave shall not exceed fifty (50) working days or such higher amount as is mutually agreed upon by the recipient, JESS, and Human Resources.
  
- g. A leave account will be set up in that Bargaining Unit Member's name to be used during the duration of the absence. The District will, for purposes of computation, convert the donated leave hours to dollars at the hourly rate of the donor. The dollars will then be converted to hours of leave at the hourly rate of the recipient, and the resulting number of hours will be added to the recipient's donated leave account.
  
- h. At the time the Bargaining Unit Member returns to work or terminates employment with the

District, any unused leave in this account will be converted back to days at the donee's hourly rate of pay and added to the Sick Leave Bank.

## **ARTICLE 20**

### **Civic Duty Leave**

#### **Section 1. Jury Duty**

Jury duty shall be treated as administrative leave from District duty, without loss of longevity, leave, or pay. Service in court when subpoenaed as a witness will be treated the same as jury duty.

Fees paid by court (other than travel and subsistence allowance) will be turned in for deposit to the District general fund; except that fees paid for court duty that occurs on a Bargaining Unit Member's normal non-work days may be retained by the Bargaining Unit Member.

#### **Section 2. Emergency Duty Leave**

Administrative leave from District duty without loss of longevity, leave, or pay may be granted for purposes of participation in official firefighting and search and rescue activities. Leave may be taken under this section only with the prior approval of the Bargaining Unit Member's first level of supervision outside of the Bargaining Unit. Such approval may be made on a standing basis for members of volunteer fire fighting organizations.

## **ARTICLE 21**

### **Family and Medical Leave**

Bargaining Unit Members shall be entitled to coverage under the federal Family Medical Leave Act (29 USC Sec. 2601) and/or the Alaska Family Medical Leave Act (AS 39.20.500); whichever affords the greater benefit to the Bargaining Unit Member.

- a. **Serious Health Condition:** A Bargaining Unit Member shall qualify for family medical leave when a serious health condition necessitates the Bargaining Unit Member's absence from work, or when a family member's serious health condition requires the presence of the Bargaining Unit Member. A Bargaining Unit Member may take up to twelve (12) weeks in a twelve (12) month period, or eighteen (18) weeks in a twenty-four (24) month period. Serious health conditions include, but are not limited to:
  1. Inpatient hospital care;
  2. An injury, illness, or other condition lasting more than three consecutive days that involves continuing treatment by a health care provider;
  3. Pregnancy;

4. A chronic serious health condition;
  5. A long-term or permanently disabling health condition;
  6. A condition requiring multiple treatments to prevent a period of incapacity of more than three consecutive days.
- b. Maternity/Paternity Leave: A Bargaining Unit Member shall qualify for up to eighteen (18) consecutive weeks of family medical leave for the birth, adoption, or placement of a foster child, provided such leave is taken within twelve (12) calendar months of the birth or placement of the child. Employees hired solely to fill in for Bargaining Unit Members on maternity/paternity leave shall be regarded as short-term substitute employees regardless of the length of service in this capacity.
- c. Administration of Leave:
1. For nine (9) and ten (10) month Bargaining Unit Members, the weeks falling over summer vacation shall not count towards the family medical leave entitlement.
  2. During periods of Family Medical Leave, Bargaining Unit Members shall use accrued sick, annual, and/or donated leave, in that order, prior to entering leave without pay status.
  3. If a Bargaining Unit Member applies for family medical leave for the Bargaining Unit Member's own serious health condition, the District may request certification from a physician at any point during the family medical leave period, stating that the Bargaining Unit Member is unfit for duty.
  4. Prior to allowing the Bargaining Unit Member to return to duty, the District may request that the Bargaining Unit Member supply a physician's certificate stating that the Bargaining Unit Member is fit for duty.
- d. Health Insurance:
1. The District shall continue to pay a Bargaining Unit Member's health insurance premiums in accordance with Article 25, Section 1, during periods of Family Medical Leave, provided that the Bargaining Unit Member continues in pay status during the Bargaining Unit Member's absence.
  2. If a Bargaining Unit Member does not have enough accrued leave to remain in pay status for the entire family medical leave period, the following rules will apply:
    - A. The District will cover the Bargaining Unit Member's health insurance premiums for the first twelve (12) weeks of family medical leave in a twelve (12) month



period at the same level of coverage provided for in Article 25, Section 1.

- B. If a Bargaining Unit Member remains on family leave past the initial twelve (12) weeks, but such leave is still within the initial twelve (12) month period, it shall be the Bargaining Unit Member's obligation to cover the full health insurance premium. The Bargaining Unit Member shall become eligible to pay the premium in accordance with the rules outlined in Article 25, Section 1.
- C. If a Bargaining Unit Member is eligible for District paid health benefits on the last day of school, the District shall continue to provide health insurance benefits during summer leave without pay. If the Bargaining Unit Member is responsible for paying the Bargaining Unit Member's own health insurance premiums on the last day of school, the Bargaining Unit Member shall continue to pay for the Bargaining Unit Member's health insurance premiums over the course of the summer leave without pay.

## **ARTICLE 22**

### **Other Leave**

#### **Section 1. Military Leave**

Temporary military leave for the purpose specified in AS 39.20.340, not to exceed sixteen and one-half (16.5) working days in any fiscal year, shall be granted by the superintendent to Bargaining Unit Members during the school year upon written request of the military authority stating reasons why the service cannot be fulfilled during non-school hours. A copy of the request shall be filed with the personnel department. When such leave is approved, the Bargaining Unit Member shall receive regular District salary less any compensation received from the military for the leave period. Bargaining Unit Members shall document any compensation received for the leave period.

#### **Section 2. Emergency Leave**

The District shall provide Emergency Leave at full pay when an unavoidable absence is due to (but not limited to) weather, serious accident, transportation delay, acute unanticipated home maintenance problems, or imminent threat to property. An emergency is defined as suddenly precipitated or of such a nature that pre-planning or rescheduling is not possible.

Emergency Leave must be approved by Bargaining Unit Member's supervisor and the Superintendent or their designee. If Emergency Leave is not approved, the Bargaining Unit Member's accrued annual leave will be used to cover the absence.

#### **Section 3. Emergency School Closures**

Procedures for Emergency School Closures, including Snow Days, shall be in accordance with the Juneau School District Staff Handbook, or policy memorandum that may supersede that handbook, provided however that such memorandum is distributed in advance directly to Bargaining Unit Members.

#### **Section 4. Professional Leave**

Upon request, an employee may be granted professional leave for the purpose of attending conferences, seminars, or sessions related to improvement of the performance of their duties. Professional leave requires advance approval by the employee's immediate supervisor and the superintendent or designee. The District will not be liable for any overtime pay during the period of professional leave.

### **ARTICLE 23**

#### **Leave Without Pay**

##### **Section 1. Sick Leave Without Pay**

Upon application by a permanent Bargaining Unit Member, a leave of absence without pay may be granted by the Superintendent for disability because of sickness or injury. Such leave shall be limited to one (1) month for each full month of service to a maximum of twenty-four (24) months. The Superintendent or designee, from time to time, may require that the Bargaining Unit Member submit a certificate from the attending physician or from a designated physician. In the event of a failure or refusal to supply such a certificate, or if the certificate does not show sufficient disability to preclude the Bargaining Unit Member from the performance of his/her duties, the immediate supervisor with the approval of the Superintendent or designee may cancel such sick leave and require the Bargaining Unit Member to report for duty on a specified date.

##### **Section 2. Other Leaves of Absence Without Pay**

- a. Leave without pay must be requested by using the Leave Without Pay Request form.
- b. Bargaining Unit Members may be granted leave without pay not to exceed a total of ten (10) working days in any fiscal year for any compelling reason, at the discretion of the Employer.
- c. A permanent Bargaining Unit Member may apply for a leave of absence from duty without pay for a period in excess of the ten (10) working days provided for in "a" above. Such applications may be approved by the Bargaining Unit Member's immediate supervisor and the Superintendent or designee if they determine that such leave will not result in undue prejudice to the interests of the District beyond any benefits to be realized. If such approval is granted, the Bargaining Unit Member shall be considered to have exhausted the ten (10) day period specified in "a" above during that

fiscal year.

### **Section 3. Cancellation of Leaves of Absence**

The Superintendent, upon notice to the Bargaining Unit Member and the immediate supervisor, may cancel an approved leave of absence, granted under authority of this Article; at any time they find that the Bargaining Unit Member is using the leave for purposes other than those specified at the time of approval.

### **Section 4. Leaves of Absences and Employee Benefits**

Except as may otherwise be provided or required by applicable law or agreement between the parties, a Bargaining Unit Member shall not accrue sick or annual leave or be entitled to another Bargaining Unit Member benefits during absence from duty without pay. A Bargaining Unit Member on leave of absence may continue group insurance at Bargaining Unit Member's own expense.

### **Section 5. Leave Without Pay -Defined**

Leave Without Pay is defined as an authorized or unauthorized absence from scheduled workdays and shifts when the Bargaining Unit Member has no accrued or donated leave benefit available to provide pay during the absence. Authorized Leave Without Pay may be available in accordance with the foregoing provisions of this Article; unauthorized Leave Without Pay is an unauthorized, unjustified, unpaid absence from assigned work days and shifts, which may also result in disciplinary action by the Employer.

If the Bargaining Unit Member is not absent from scheduled work, no leave is required or applicable.

## **ARTICLE 24**

### **Physical Examination**

#### **Section 1. Initial Examination**

The District will cover a maximum of four hundred (\$400.00) dollars toward the cost of any required physical, either by the State or the District. A Bargaining Unit Member may use professional leave to comply with the provisions of this Article.

#### **Section 2. Re-examination**

Re-examination shall be required a minimum of every three (3) fiscal years thereafter and subject to conditions in Section 1.

#### **Section 3. Supplemental Examinations**

Additional physical examinations, other than those outlined in Sections 1 and 2 of this Article, may be required at the discretion and expense of the Board.

## ARTICLE 25

### Health and Life Insurance

Insurance provided in whole or in part by the Employer shall be continued for the life of this Agreement. This includes, but is not limited to the following:

#### Section 1. Health Insurance

The District shall pay to the APEA/AFT Health and Welfare Trust, or other health insurance program that is mutually agreeable, **one thousand seven hundred four dollars (\$1,704)** per month for FY 23 for each full-time employee enrolled in the health insurance plan.

The District shall pay to the APEA/AFT Health and Welfare Trust, or other health insurance program that is mutually agreeable, one thousand ~~six hundred~~ **seven hundred four** dollars (**\$1,704**) per month for FY 24 for each full-time employee enrolled in the health insurance plan.

The District shall pay to the APEA/AFT Health and Welfare Trust, or other health insurance program that is mutually agreeable, one thousand ~~six hundred eighty six~~ **seven hundred four** dollars (~~686~~**\$1,704**) per month for FY 25 for each full-time employee enrolled in the health insurance plan.

Any additional increases to health insurance costs during the life of this contract will be the responsibility of individual Bargaining Unit Members. The plan year shall be July 1 through June 30. The Employer shall pay a prorated amount of the premium for enrolled permanent part-time employees, as defined, according to the number of hours worked.

Newly hired Bargaining Unit Members shall have access to health insurance benefits following completion of ninety (90) calendar days.

For the purposes of health insurance only, enrolled JESS members who are assigned to work no less than six and one half (6.5) hours per day will receive benefits as a full-time employee under this provision.

In FY 23 ~~–FY~~, the District will make a monthly payment to the APEA/AFT Health and Welfare Trust equal to ~~20~~ **15%** of the amount that would have been paid to the trust for employees who waived insurance in FY 23–  
FY 25.

**In FY 24, the District will make a monthly payment to the APEA/AFT Health and Welfare Trust equal to 5%**

of the amount that would have been paid to the trust for employees who waived insurance in FY 24. In FY25, the District will not provide monthly payments to the APEA/AFT Health and Welfare Trust for employees who waived insurance.

~~The District will select a comprehensive Employee Assistance Plan for all JESS members effective FY 23 through FY 25 at a total annual premium cost not to exceed \$12,000.00.~~

## **Section 2. Employee and Dependent Life Insurance**

- a. The Employer shall pay the total premium including any rate increase for a life and accidental death and dismemberment plan, which insures the life of every Bargaining Unit Member in a principal amount of one-hundred thousand dollars (\$100,000), or the limits of the policy if reduced due to the employee's age.

The Employer shall pay the total premium including any rate increase for a life and accidental death and dismemberment plan, which insures the life of every Bargaining Unit Member's dependents and spouse in a principal amount of five thousand dollars (\$5,000), or the limits of the policy if reduced due to the age of the dependent or spouse.

- b. The District shall provide for an optional life insurance feature at the Bargaining Unit Member's option and expense. Such plan shall provide for an amount equal to the next higher thousand dollars of the annual salary and shall be graduated by age grouping.
- c. Past practice regarding conversion of Health and/or Life Insurance and premium payments shall continue for retired employees and Bargaining Unit Members on approved leave of absence without pay.

## **Section 3. Travel Insurance**

All Bargaining Unit Members covered under this Agreement shall be covered by a \$100,000 accidental death policy while on approved travel from the District. This shall cover all commercial travel by airplane, boat or automobile while on District business travel and at no cost to the employee.

# **ARTICLE 26**

## **Legal Trust Fund**

### **Section 1. Employer Contributions**

- a. In addition to the wages paid per Article 13, the Employer agrees to pay the Alaska Public Employees Association Legal Trust Fund (hereinafter the Fund) twelve dollars (\$12.00) per month per Bargaining Unit Member. July and August contributions for Nine (9) and Ten (10) Month

Employees are paid in September.

- b. The Employer shall remit the amount due for each pay period to the Fund seven (7) days following the pay date.
- c. The contributions to the Fund shall be used exclusively for a pre-paid legal service plan for the members in the unit.

## **Section 2. Unit Member Notification of Benefits**

The Association shall inform each Bargaining Unit Member in writing of the services provided by the Fund and the eligibility requirements.

## **Section 3. Fund Administration**

- a. The Fund shall be sponsored and administered by the Alaska Public Employees Association, and the Employer shall have no voice in the amount or type of service provided by the plan; however, services provided by the Fund shall not be used in actions adverse to the City and Borough of Juneau, the City and Borough of Juneau School District, or their representatives, employees, or agents as any such action may involve their governmental or employment roles or activities.
- b. This Article confers only the right to demand and enforce payment of the required contributions. Failure by the District to remit the required contribution does not give rise to any grievance or cause of action by JESS, its members or any other person for other harm or damages which might result from the failure of the District to remit the required contributions. The provision or retention of legal assistance under this Article is the sole and exclusive responsibility of JESS and/or the Member. Excepting actions taken to demand and enforce payment by the District of the required contributions as set forth above, JESS agrees to defend, indemnify and hold harmless the District against any and all claims, legal actions, orders, judgments, or other decisions rendered in any proceeding as a result of the implementation of this Article.

## **ARTICLE 27**

### **Property**

Bargaining Unit Members shall not be responsible for stolen or damaged property except in the case of negligence or deliberate acts. No deduction in pay shall result until a period of thirty (30) working days from the date of notice. If the Bargaining Unit Member disputes the matter through the grievance procedure within thirty (30) working days from the notice, no action will be taken until the grievance has been resolved. Any deductions taken will be in agreement with the Consumer Credit Protection Act. If the Bargaining Unit Member terminates employment, the Employer may garnish up to 100%

## **ARTICLE 28**

### **Vandalism and Personal Property Damage**

The District shall reimburse Bargaining Unit Members for costs incurred when clothing or other personal items are damaged or destroyed during the course of the Bargaining Unit Member's performance of duties for the District. Other personal items include those commonly worn such as jewelry and watches, and items that their supervisor has approved to be used on the job.

Such reimbursement will be granted for items valued at twenty dollars (\$20.00) or more, but not to exceed five hundred dollars (\$500.00) per incident. The District will not reimburse more than one thousand dollars (\$1,000.00) per fiscal year to any one (1) classified employee for personal property or clothing damage.

In the event that an automobile belonging to a Bargaining Unit Member is damaged by vandalism, the District will reimburse the Bargaining Unit Member for the damage up to one thousand dollars (\$1,000.00) per fiscal year.

Damage must be reported to the Administrative Services Department at [finance@juneauschools.org](mailto:finance@juneauschools.org) within two (2) weeks after it occurs. The burden of proof in establishing a) the extent of damage, and b) the value of the item damaged, shall be upon the Bargaining Unit Member.

Property damage exceeding the amounts listed above may be approved on a case by case basis.

Requests for reimbursement must be submitted to the Director of Administrative Services.

## **ARTICLE 29**

### **Voting**

The Employer shall provide reasonable and necessary time off for Bargaining Unit Members to vote in Borough, State, and Federal elections if the Bargaining Unit Member is unable to vote outside working hours because of employment needs.

## **ARTICLE 30**

### **Allowances**

#### **Section 1. Mileage**

The School District shall reimburse Bargaining Unit Members for authorized use of personal automobiles for School District business at the current approved rate of the Internal Revenue Service plus 25% and shall provide blanket liability insurance coverage for such use of the Bargaining Unit Member's personal automobile.

Examples of authorized use shall include, but not be limited to, field trips, transportation between district sites, transporting students, attending meetings away from the Bargaining Unit Member's worksite.

## **Section 2. Tool Allowance**

On or before June 30 of each fiscal year, the School District shall pay the following Bargaining Unit Members the sum of seven hundred fifty (\$750) dollars in respect for the authorized use of their personal tools and equipment for School District business. The foregoing payments shall in no manner be construed to give the School District any proprietary interests in the tools so used for School District business. Payments will be made solely to reimburse Bargaining Unit Members for the estimated costs of replacement, loss, depreciation or damage to their tools during the year while such tools are being used for the School District business.

- a. Maintenance Mechanic I
- b. Maintenance Mechanic II
- c. Maintenance Mechanic - Lead
- d. Electrical Maintenance Mechanic
- e. HVAC Mechanic I
- f. HVAC Mechanic II

The District shall provide the necessary and appropriate tools for other Bargaining Unit Members to perform their duties.

## **Section 3. Equipment Allowance**

The Employer shall reimburse any Bargaining Unit Member whose regularly assigned duties include playground, crossing guard, or bus duty up to two hundred (\$200) every fiscal year for the purchase of rain gear, snow clothing and boots, ice cleats, and other clothing and equipment necessary to protect the Bargaining Unit Member from weather conditions. Day custodians shall be eligible for this benefit.

The Employer shall reimburse up to one hundred (\$100.00) every fiscal year for swim equipment to any Bargaining Unit Member whose regularly assigned duties include pool duty.

Requests for reimbursement and receipts verifying expenditures shall be submitted to the building administrator and payment shall be made within twenty-five (25) working days. Requests must be for at least twenty-five dollars (\$25.00), except the last request of the year which must be received by the last student school day and shall include all outstanding expenditures.

## **Section 4. Out of Town Travel**



When Bargaining Unit Members are traveling on School District Business, the District shall arrange for and cover the cost of lodging and transportation. In addition, for each day in travel status, the Bargaining Unit Member shall receive the current per diem rate, as established annually by the District, to cover the cost of meals and miscellaneous expenses.

### **ARTICLE 31**

#### **Contracting and Subcontracting Infrastructure, Facilities and Grounds**

If the Board considers that work under this Agreement can be contracted out less expensively and more efficiently, they shall notify JESS at the initiation of their investigation and provide the Association with results of the Board's cost study before contracting. Maintenance or construction work which has historically been contracted out may continue in the same manner.

### **ARTICLE 32**

#### **Pension - Retirement**

Permanent Bargaining Unit Members are required to participate in the Alaska Public Employees Retirement System (PERS), toward which both the District and the individual contribute. Bargaining Unit Members' contributions are made through payroll deduction.

### **ARTICLE 33**

#### **No Strike - No Lockout**

JESS agrees that during the life of this Agreement they will not cause, authorize, condone, sanction, or take part in any strike, walkout, work stoppage, withholding of service for any reason, or other work interference.

The Board agrees that during the life of this Agreement there shall be no lockout of Bargaining Unit Members for any reason.

### **ARTICLE 34**

#### **Successors and Assigns**

This Agreement shall be binding upon the parties, their successors and assigns.

### **ARTICLE 35**

#### **Indemnification**

The District will indemnify a Bargaining Unit Member for a judgement or legal obligation if the judgement or legal obligation arose from a Bargaining Unit Member's action within the scope of the Member's employment. As stated in AS 14.12.115

## ARTICLE 36

### Association Leave

#### Section 1. Negotiations Leave

Administrative leave shall be granted for no more than five (5) employee Members of the JESS negotiating team for all time necessary for the conduct of contract negotiations.

#### Section 2. JESS Association Leave

The balance in the JESS Leave Bank on, June 30, of each fiscal year, shall be carried over.

The District shall provide the JESS Leave Bank a base of one hundred and twelve and a half (112.5) hours of JESS Leave, plus seven and one-half (7.5) hours of JESS Leave for every ten (10) Bargaining Unit Members, or two hundred and sixty-two and a half (262.5) hours, whichever is greater.

At any time, a Bargaining Unit Member may donate any amount of annual leave to the JESS Leave Bank.

The JESS President shall authorize the use of the bank; however, the Employer shall approve the absence from work on the same basis as annual leave. The District will not be liable for any overtime pay during the period of JESS Leave.

Any JESS Member in good standing, with the JESS President's approval, may draw on the bank for Association business purposes.

#### Section 3. JESS President Leave

In addition to JESS Association Leave, the Association President will be provided twenty-five (25) days to conduct Association business. The President shall retain all rights and seniority for their position during their release time. This leave is non-transferable.

#### Section 4. JESS Health Insurance Trustee Leave

The District shall provide one hundred sixty-five (165) hours of leave annually to support JESS Health Insurance Trustees to attend meetings and training necessary to perform their duties as a trustee.

## ARTICLE 37

### Savings Clause

#### Section 1. Violations

If an Article or part of an Article of this Agreement should be decided by a court of competent jurisdiction or by mutual agreement of the Employer and JESS to be in violation of any Federal, State or local law or if adherence to or enforcement of an Article or part of an Article should be restrained by a court of law, the remaining Articles of the Agreement shall not be affected.

## **Section 2. Replacement**

If a determination or decision is made, pursuant to Section 1 of this Article, that part of this Agreement is in violation of Federal, State or local law, the parties to this Agreement shall convene immediately for the purpose of negotiating a satisfactory replacement.

## **Section 3. Compliance**

Should the Agreement or any Section or Article be found not in compliance with Federal regulations and where compliance with such regulations is required as a condition for the receipt and expenditure of Federal funds, the Employer and JESS agree to immediately convene and renegotiate the Agreement, Section or Article to comply with such regulations.

### **ARTICLE 38**

#### **Effect of This Agreement**

If there is any direct conflict between the terms of this Agreement and any Personnel Policies of the School Board, the terms of this Agreement shall supersede those rules and policies in their application to the Bargaining Unit.

### **ARTICLE 39**

#### **JESS Agreement**

The School District will incur the cost of printing this Agreement in booklet form. The total number shall not exceed seventy five (75) copies. The Agreement will be available on the District web site no more than thirty (30) days following ratification and approval by both parties.

### **ARTICLE 40**

#### **Conclusion of Collective Bargaining**

This Agreement is the entire Agreement between the Employer and JESS. The parties acknowledge that they have fully bargained with respect to terms and conditions of employment and have settled them for the duration of this Agreement. This Agreement terminates all prior agreements and understandings and concludes all collective bargaining for the duration of this Agreement.

Nothing in this Agreement shall be construed as a limitation upon the right of the parties by mutual agreement to amend, alter, or supplement this agreement during its term and reduce such supplemental agreements to writing, which shall become valid and enforceable provisions of this Agreement. JESS and the Employer agree to meet at reasonable times for discussion of this Agreement, its interpretations or modifications. JESS and the Employer agree to designate representatives having authority to negotiate for

their respective interests.

**ARTICLE 41**

**Term of the Agreement**

This Agreement shall become effective, July 1, 2022, and shall remain in effect through June 30, 2025, and shall continue in full force and effect from fiscal year to fiscal year thereafter unless notice of desire to amend the Agreement is served by either party by October 15, 2024. If notice is given, the parties shall commence negotiations no later than November 15, 2024. If notice to amend is timely given, either party may, at any time thereafter, notify the other in writing of its desire to terminate this Agreement as of a date stated in such notice to terminate, which date shall not be earlier than the date of expiration, and shall be at least thirty (30) days subsequent to the giving of such notice to terminate.

WHEREFORE THE PARTIES HERETO have set their hands on the dates indicated:

JtJNE L EDUCATION SUPPORT STAFF:

JUNEAU SCHOOL DISTRICT:

    

CJh/11

Christopher Cairns  
JESS President

Date

t-UM

dl/i<t

Superinte

Jennifer Johnson 7/2/19  
Jennifer Johnson  
JESS Treasurer

Date

C 6/12/19  
Darryl Smith

Date

Tracy Balovich 6/12/19  
Tracy Balovich  
JESS Secretary

Date

JMA 1/2 1 iL

Director Human Resources

Maraiya Gentili 6/11/19  
Maraiya Gentili  
JESS Team Member

Date

Sarah Jahn 6/7/19  
Sarah Jahn  
Director Administrative Services

Date

George Corro 6/7/19  
George Corro  
Operation Supervisor

Date

      
Kirsti Janna  
JESS Team Member

Date

J.k 111  
Cherish Hansen  
Human Resource Manager

Date



APPENDIX A

JUNEAU EDUCATION SUPPORT STAFF

GRIEVANCE FORM

(Attach copies of completed previous step forms)

Step: \_\_\_\_\_

1. Name of Grievant: \_\_\_\_\_ 2. Job Title: \_\_\_\_\_

3. Work Site: \_\_\_\_\_ 3. Discussed with Supervisor on \_\_\_\_\_

5. Does the grievance stem from a violation of the contract? \_\_\_\_ If YES, what Article(s) & Section(s) \_\_\_\_\_

6. Nature of grievance: \_\_\_\_\_

7. When did this occur? \_\_\_\_\_

8. Relief sought: \_\_\_\_\_

Date

Employee's Signature or JESS/APEA Representative Signature

Printed Name of Signer



9. Name and Title of Respondent: \_\_\_\_\_

10. Date Received: \_\_\_\_\_ Remarks: \_\_\_\_\_

11. Decision: \_\_\_\_\_

Date  
Signature

Respondent's Signature

Date

Director of Human Resources

Distribution: Original - Human Resource Director

- Copy - Employee
- Administrator/Supervisor
- JESS President
- Site Employee Representative
- APEA/AFT

SEE REVERSE SIDE

**APPENDIX A**  
**JUNEAU EDUCATION SUPPORT STAFF**  
**GRIEVANCE FORM**

<u>Procedure</u>	<u>Grievance Tracking</u>		<u>Date</u>
Informal Resolution	Submitted to Supervisor	- Within 20 days	_____
	Due to disciplinary action	- Within 15 days	_____
Step 1	Supervisor Response	- Within 7 days	_____
Step 2	Submitted to Superintendent	- Within 25 days	_____
	Meeting with Superintendent	- Within 10 days	_____
	Superintendent Response	- Within 25 days	_____

## APPENDIX B

Employees not covered by this agreement:

Superintendent

Director of Teaching and Learning ,

Director of Student Services

Director of Administrative Services

Director of Human Resources

Chief of Staff

Maintenance Supervisor

Operations Supervisor

Community Schools Supervisor

RALLY Supervisor

Food Services Supervisor

Human Resources Manager

Finance Officer

Information Technology Officer

Assessment & Accountability Coordinator

Payroll Supervisor

Human Resources Specialist

Human Resources Technician

Human Resources Assistant

Administrative Assistant to the Superintendent

Administrative Assistant to the Director of Administrative Services

Capital Community Learning Center Supervisor

Project Specialist



## APPENDIX C

JESS JOB CLASSIFICATIONS	RANGE
Accounting Technician I	E
Accounting Technician II	I
Accounts Payable Clerk	E
Administrative Assistant I	E
Administrative Assistant I - Student Services	E
Administrative Assistant I - ES	E
Administrative Assistant I - MS	E
Administrative Assistant II	F
Administrative Assistant II - Director	F
Administrative Assistant II - HS	F
Administrative Specialist - Charter School	G
Alaska Native Cultural Paraeducator	H
Athletics & Activities Assistant	E
Auditorium Manager	I
Behavioral Assistant	D
Career Advisor	H
Capital Community Learning Center Site Manager	H
Content Management Technician	G
Computer Lab Monitor	C
Computer Systems Technician	M
Computer Technician – Head	K
Custodian	C
Custodian - Head	D
Custodian/Warehouseman	D
Data Technician	G
Data Technician - Assessments	G
Deaf Education Interpreter	F
DEC Special Education Paraeducator	D
DECC Special Education Paraeducator	D
Electrical Maintenance Mechanic	H
Health Assistant	E
HVAC Mechanic I	G
HVAC Mechanic II	H
Library Assistant	B
Information Technology Support Specialist	I
Mail and Freight Handler	C
Maintenance Mechanic - Lead	I
Maintenance Mechanic I	F

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**APPENDIX C (continued)**

JESS JOB CLASSIFICATIONS	RANGE
Maintenance Mechanic II	H
Management Assistant - JCCS	M
Office Assistant I	A
Office Assistant II	B
Teaching and Learning Support Specialist	H
Paraeducator	A
Payroll & Benefits Specialist	I
Payroll Specialist	G
Program Assistant, ISS, HS	D
Program Assistant, ISS, MS	C
RALLY Assistant Site Manager	C
RALLY Recreation Assistant	A
RALLY Site Manager	H
Registered Nurse	see schedule
Registrar-High School	E
Special Education Paraeducator	C
Student Services Specialist	G
Transitions Special Education Paraeducator	D
Truancy Tracker	H

\* \_\_\_\_\_

**JESS SALARY SCHEDULE 2019-2020**

**Hourly Rate**

RANGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>A</b>	19.29	19.68	20.10	20.54	20.97	21.41	21.87	22.37	22.83	23.36	23.87	24.42	24.95	25.53	26.11	26.73	27.34
<b>B</b>	20.15	20.58	21.02	21.48	21.93	22.42	22.90	23.41	23.92	24.48	25.04	25.60	26.19	26.80	27.42	28.07	28.74
<b>C</b>	21.10	21.57	22.03	22.53	23.03	23.55	24.08	24.64	25.20	25.79	26.37	26.99	27.63	28.28	28.94	29.65	30.34
<b>D</b>	22.05	22.56	23.05	23.58	24.11	24.66	25.22	25.82	26.40	27.02	27.65	28.30	28.98	29.69	30.37	31.12	31.88
<b>E</b>	23.14	23.68	24.19	24.75	25.30	25.90	26.52	27.12	27.76	28.41	29.08	29.78	30.50	31.23	32.02	32.78	33.59
<b>F</b>	24.25	24.82	25.39	25.98	26.60	27.21	27.85	28.51	29.19	29.89	30.60	31.33	32.11	32.88	33.70	34.54	35.38
<b>G</b>	25.51	26.08	26.70	27.32	27.98	28.65	29.31	30.02	30.76	31.49	32.27	33.05	33.86	34.71	35.57	36.47	37.39
<b>H</b>	26.76	27.38	28.03	28.70	29.37	30.07	30.82	31.55	32.32	33.10	33.94	34.79	35.64	36.53	37.48	38.42	39.38
<b>I</b>	28.15	28.82	29.52	30.22	30.97	31.70	32.50	33.29	34.11	34.96	35.82	36.73	37.66	38.60	39.60	40.60	41.65
<b>J</b>	29.60	30.30	31.05	31.81	32.58	33.38	34.19	35.05	35.93	36.83	37.75	38.70	39.70	40.69	41.75	42.81	43.93
<b>K</b>	31.19	31.97	32.74	33.55	34.35	35.22	36.12	37.00	37.94	38.93	39.91	40.95	41.99	43.08	44.19	45.35	46.52
<b>L</b>	32.85	33.66	34.49	35.35	36.24	37.14	38.07	39.05	40.04	41.08	42.11	43.21	44.32	45.49	46.67	47.91	49.16
<b>M</b>	34.64	35.50	36.39	37.31	38.25	39.20	40.20	41.23	42.27	43.37	44.50	45.67	46.88	48.09	49.35	50.65	51.99

**APPENDIX D**

**JESS SALARY SCHEDULE 2020-2021**

**Hourly Rate**

RANGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>A</b>	19.48	19.88	20.30	20.75	21.18	21.62	22.09	22.59	23.06	23.59	24.11	24.66	25.20	25.79	26.37	27.00	27.61
<b>B</b>	20.35	20.79	21.23	21.69	22.15	22.64	23.13	23.64	24.16	24.72	25.29	25.86	26.45	27.07	27.69	28.35	29.03
<b>C</b>	21.31	21.79	22.25	22.76	23.26	23.79	24.32	24.89	25.45	26.05	26.63	27.26	27.91	28.56	29.23	29.95	30.64
<b>D</b>	22.27	22.79	23.28	23.82	24.35	24.91	25.47	26.08	26.66	27.29	27.93	28.58	29.27	29.99	30.67	31.43	32.20
<b>E</b>	23.37	23.92	24.43	25.00	25.55	26.16	26.79	27.39	28.04	28.69	29.37	30.08	30.81	31.54	32.34	33.11	33.93
<b>F</b>	24.49	25.07	25.64	26.24	26.87	27.48	28.13	28.80	29.48	30.19	30.91	31.64	32.43	33.21	34.04	34.89	35.73
<b>G</b>	25.77	26.34	26.97	27.59	28.26	28.94	29.60	30.32	31.07	31.80	32.59	33.38	34.20	35.06	35.93	36.83	37.76
<b>H</b>	27.03	27.65	28.31	28.99	29.66	30.37	31.13	31.87	32.64	33.43	34.28	35.14	36.00	36.90	37.85	38.80	39.77
<b>I</b>	28.43	29.11	29.82	30.52	31.28	32.02	32.83	33.62	34.45	35.31	36.18	37.10	38.04	38.99	40.00	41.01	42.07
<b>J</b>	29.90	30.60	31.36	32.13	32.91	33.71	34.53	35.40	36.29	37.20	38.13	39.09	40.10	41.10	42.17	43.24	44.37
<b>K</b>	31.50	32.29	33.07	33.89	34.69	35.57	36.48	37.37	38.32	39.32	40.31	41.36	42.41	43.51	44.63	45.80	46.99
<b>L</b>	33.18	34.00	34.83	35.70	36.60	37.51	38.45	39.44	40.44	41.49	42.53	43.64	44.76	45.94	47.14	48.39	49.65
<b>M</b>	34.99	35.86	36.75	37.68	38.63	39.59	40.60	41.64	42.69	43.80	44.95	46.13	47.35	48.57	49.84	51.16	52.51

**APPENDIX E**

**JESS SALARY SCHEDULE 2021-2022**

**Hourly Rate**

RANGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>A</b>	19.88	20.28	20.71	21.15	21.59	22.04	22.51	23.02	23.49	24.03	24.55	25.11	25.65	26.25	26.84	27.47	28.09
<b>B</b>	20.76	21.20	21.64	22.11	22.57	23.07	23.56	24.08	24.60	25.17	25.75	26.32	26.92	27.54	28.17	28.84	29.52
<b>C</b>	21.73	22.21	22.67	23.18	23.69	24.23	24.77	25.34	25.91	26.51	27.10	27.73	28.39	29.05	29.72	30.45	31.15
<b>D</b>	22.70	23.22	23.72	24.26	24.80	25.36	25.93	26.54	27.13	27.77	28.41	29.07	29.76	30.49	31.18	31.95	32.72
<b>E</b>	23.81	24.36	24.88	25.45	26.01	26.62	27.26	27.87	28.52	29.18	29.87	30.58	31.32	32.06	32.87	33.64	34.47
<b>F</b>	24.94	25.52	26.10	26.70	27.34	27.96	28.61	29.29	29.98	30.69	31.42	32.16	32.96	33.74	34.58	35.44	36.29
<b>G</b>	26.22	26.81	27.44	28.07	28.74	29.43	30.10	30.83	31.58	32.32	33.12	33.92	34.74	35.61	36.49	37.41	38.34
<b>H</b>	27.50	28.13	28.80	29.48	30.16	30.88	31.64	32.39	33.17	33.97	34.82	35.69	36.56	37.47	38.44	39.39	40.37
<b>I</b>	28.92	29.60	30.32	31.03	31.79	32.54	33.36	34.16	35.00	35.86	36.74	37.67	38.62	39.58	40.60	41.62	42.69
<b>J</b>	30.40	31.11	31.88	32.65	33.44	34.25	35.08	35.96	36.85	37.77	38.71	39.68	40.70	41.71	42.79	43.87	45.01
<b>K</b>	32.02	32.81	33.60	34.43	35.24	36.13	37.05	37.95	38.90	39.91	40.91	41.98	43.04	44.15	45.28	46.46	47.66
<b>L</b>	33.71	34.54	35.39	36.26	37.17	38.09	39.04	40.04	41.05	42.11	43.16	44.28	45.41	46.61	47.81	49.07	50.35
<b>M</b>	35.54	36.42	37.32	38.26	39.22	40.19	41.21	42.26	43.32	44.44	45.60	46.79	48.02	49.26	50.54	51.87	53.24

APPENDIX F

**JESS RN SALARY SCHEDULE 2019-2020**  
Hourly Rate

RANGE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>A</b>	30.57	31.48	32.44	33.43	34.42	35.49	36.58	37.71	38.89	40.09	41.33	42.64
<b>B</b>	31.35	32.44	33.43	34.42	35.49	36.58	37.71	38.89	40.09	41.33	42.64	43.97
<b>C</b>	32.17	33.12	34.14	35.18	36.27	37.39	38.55	39.75	40.99	42.26	43.60	44.97

**JESS RN SALARY SCHEDULE 2020-2021**  
Hourly Rate

RANGE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>A</b>	30.88	31.79	32.76	33.76	34.76	35.84	36.95	38.09	39.28	40.49	41.74	43.07
<b>B</b>	31.66	32.76	33.76	34.76	35.84	36.95	38.09	39.28	40.49	41.74	43.07	44.41
<b>C</b>	32.49	33.45	34.48	35.53	36.63	37.76	38.94	40.15	41.40	42.68	44.04	45.42

**JESS RN SALARY SCHEDULE 2021-2022**  
Hourly Rate

RANGE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>A</b>	31.39	32.31	33.29	34.30	35.31	36.41	37.52	38.67	39.87	41.10	42.36	43.70
<b>B</b>	32.18	33.29	34.30	35.31	36.41	37.52	38.67	39.87	41.10	42.36	43.70	45.06
<b>C</b>	33.02	33.99	35.03	36.09	37.20	38.34	39.53	40.75	42.02	43.31	44.68	46.08