

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**201 INTENT**

This Agreement shall modify, replace, or add to any policies, rules, regulations, procedures, or practices of the District that shall be contrary to or inconsistent with its terms. Only Letters of Agreement and Memoranda of Understanding generated during the life of this Agreement shall have force and effect.

TA'd

TA'd

---

ACE

Date

---

ASD

Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**203 SEPARABILITY AND SAVINGS**

In the event that any provision of this Agreement is or shall at any time be determined to be contrary to law or Board policy ~~by a court or agency of competent jurisdiction~~, all other provisions of this Agreement shall continue in effect. Only the subject of the deleted provisions and the affected provisions shall be subject to further collective bargaining during the term of the Agreement with respect to the period covered by this Agreement. The parties hereto agree that negotiations for changes in the Agreement to conform with federal or state laws shall commence within 30 days of the date of the changes.

TA'd

TA'd

\_\_\_\_\_  
ACE

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**303 ACE RIGHTS**

- A. ACE through its representatives, shall have the right to transact official ACE business relevant to representing employees on District property at all reasonable times, provided that it does not significantly interfere with or interrupt job assignments or other normal District operations. Rooms or other appropriate meeting facilities shall be made available for ACE use as requested under the District building use policy.
  
- B. The District shall permit the ACE President and/or an authorized representative to visit District sites. Upon arrival, ACE representatives and/or the ACE President, shall make known their presence to the proper site authority. ACE shall have no more than ten (10) employee representatives, excluding the President. ACE shall provide the District with a list of authorized employee representatives. The employee or staff representatives and/or the ACE President shall be allowed to represent employees in disciplinary and grievance conferences during work hours. Representatives and/or the ACE President may investigate grievances during work hours with notification to Labor Relations. ACE representatives and/or the ACE President shall have access to all employees covered by the Agreement, not to interfere with normal District operations. The representatives and/or the ACE President shall not suffer any loss of compensation for time spent in pursuit of these duties. Leave slips shall be completed and sent to Labor Relations designating union leave for actual hours spent on union business.
  
- C. ACE shall have the right to post notices of activities and matters of ACE business and concerns on staff bulletin boards as designated by the appropriate site authority. At least one (1) such bulletin board shall be in each District work site where ACE employees are assigned.
  
- D. ACE is authorized to use the District electronic mail system and interschool mail system for communication with employees, consistent with restrictions

TA'd

TA'd

---

ACE

Date

---

ASD

Date

established by the School Board. The use of the mail systems is limited to matters of business between ACE and the District. It is not to be used for exclusive ACE business without prior approval from Labor Relations. The ACE office shall be a stop on the District mail route.

- E. ACE and the District shall meet and confer over new or revised job descriptions or other matters of reclassification before implementation or release and prior to review by the Reclassification Committee.
- F. No position within the jurisdiction of ACE shall be assigned to Exempt or to another bargaining unit without thirty (30) days' prior written notice to ACE.
- G. The District will not restrain an employee from belonging to ACE or from taking an active part in ACE affairs or will not discriminate against an employee because of ACE membership or lawful organizational activity.
- H. ACE Employee Representatives shall be allowed, following notification to the appropriate supervisor, to handle requests, complaints and grievances arising under this Agreement with the proper District Representative during working hours. Neither ACE nor the Employee Representative shall suffer any compensatory loss for a reasonable amount of time spent with District Representatives in pursuit of contract administration.
- I. A maximum of seventy-five (75) days per fiscal year shall be allocated for employees to participate in ACE activities. Employees may attend with the approval of Labor Relations and ACE. Unless otherwise agreed, ten (10) workdays' advance notice shall be provided to Labor Relations.
- J. The District shall grant ACE the option of purchasing up to an additional thirty (30) release days for a member to be used for ACE activities, at the employee's current per diem rate.
- K. The District shall provide to ACE by the 10th of each month a roster of all current employees who occupy positions within the bargaining unit, as of the last day of the previous month. This roster shall contain the names, mailing address, email address, phone number, range, step, work locations, titles, number of workdays,

TA'd

TA'd

---

ACE

Date

---

ASD

Date

date of hire into the bargaining unit, date of separation and reason for separation for each employee.

L. In the event of a strike or work stoppage by another bargaining unit, ACE members shall not be required to do the duties normally performed by the employees engaged in the strike or work stoppage. If the District closes schools or facilities in response to a strike or work stoppage by another bargaining unit, the District will continue insurance benefits for ACE bargaining unit members who would otherwise be receiving benefits.

~~M. An employee may use reasonable and necessary physical force on a student to protect the student(s) or self. Unless otherwise directed by a supervisor, an employee may also use reasonable and necessary physical force to protect others from physical injury. The District will indemnify the employee as per Article 703.~~

TA'd

TA'd

---

ACE

Date

---

ASD

Date

Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024

**508 WORK YEAR PLANNING CALENDAR AND DAILY WORK SCHEDULE/SHIFT**

**A. WORK YEAR PLANNING CALENDAR**

The District reserves the right to establish calendar restrictions for the selection of workdays based upon operational needs and declared closure periods.

- ~~1. Work Plan Calendars, indicating days that are available to the employee to work in the upcoming fiscal year, will be distributed to employees fifteen (15) workdays prior to the end of their current work year. Employees shall submit the annual Work Plan Calendar to the supervisor for approval within ten (10) workdays of receipt of the calendar. The supervisor shall review the plan and notify the employee within ten (10) workdays of revisions, if any, based upon program needs. Every effort shall be made to complete the plan in a timely manner.~~
- ~~2. Any modification to the approved work plan calendar shall be mutually agreed in writing by the employee and their supervisor.~~

~~3.~~

It is the employee's responsibility to seek and obtain supervisor approval for their work year plan and identify non-workdays based on the number of workdays in their work year. Prior to the start of the work year, the employee and their supervisor shall develop a plan for the employee's scheduled workdays for the upcoming work year which details, at a minimum, the employee's start date for the upcoming year. Supervisors may require that an employee submit a plan for the year in writing for approval. Once a plan is approved by the supervisor, it is the employee's responsibility to timely request non-workdays in the District's leave reporting system in accordance with the plan. Approval or non-approval of requested non-workdays by the supervisor shall occur within five (5) days of the request. Supervisors can modify an employee's work year schedule until the employee's non-workdays

TA'd

TA'd

ACE

Date

ASD

Date

for the year have been appropriately entered and approved in the District's leave reporting system.

4.

In the event of natural disaster, flood, fire, or other unforeseen compelling reason, and the employee and supervisor are unable to agree on changes to the employee's scheduled workdays ~~in the work plan calendar~~, ACE and the District shall mutually agree to any changes ~~in work calendars~~.

B. DAILY WORK SCHEDULE/SHIFT

1. Split shifts shall not be scheduled as regular employee work shifts unless the employee is agreeable and/or the vacancy is posted in that manner.
2. Work shifts shall be defined and assigned by the supervisor. When possible, shift assignments shall be voluntary. Permanent shift changes may be made after two (2) weeks written notice to the employee and ACE. Shorter notice may be given, by mutual consent of the District and employee.
3. At the written request of the employee and with written approval of the supervisor, flexible scheduling may be utilized.

TA'd

TA'd

---

ACE

Date

---

ASD

Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**605 SICK LEAVE CASH IN**

A. Employees hired before July 1, 2024, eligible for actual PERS retirement ~~during the life of this Agreement~~ and who give ninety (90) calendar days advance notice, may cash accumulated sick leave, ~~to be included in the last payroll check,~~ according to the following formula:

<b>Days Accumulated Leave</b>	<b>Per Diem Percent</b>
First 30 (0–30)	0
Next 10 (>30–40)	10
Next 10 (>40–50)	12
Next 10 (>50–60)	15
Next 10 (>60–70)	19
Next 10 (>70–80)	24
Next 10 (>80–90)	30
Next 10 (>90–100)	37
Over 100	45

B. If the legislature creates an adjustment in PERS that grants credit for sick leave toward retirement, then the employee shall have the option of applying the above formula or using their sick leave as credit towards retirement, consistent with applicable law.

C. Should the District institute an early retirement program, the notice specified in A of this Section shall be waived enough to allow the retiring employee to participate.

TA'd

TA'd

---

ACE

Date

---

ASD

Date



**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**704 WORKERS' COMPENSATION**

- A. In an effort to avoid Workers' Compensation claims, employees shall notify their immediate supervisor in writing, with a copy to ACE, of any unsafe working conditions. The supervisor shall investigate the concern and rectify the problem, as appropriate.
  
- B. The District will provide Workers' Compensation benefits in accordance with the Alaska Workers' Compensation Act for injuries or illnesses sustained in the course and scope of employment.
  
- C. The employee on Workers' Compensation shall also continue to be paid full salary until all sick leave and annual leave are exhausted, in that order. This section shall be implemented at the sole option of the employee.
  
- D. As long as an employee continues to draw regular salary under Article 704 C, benefits will continue as if the employee were actively at work.
  
- E. After an employee exhausts all annual leave, sick leave, non-workdays, and Family Medical Leave if applicable, the employee may apply for unpaid medical leave ~~to protect the position~~ not to exceed one (1) year total for all leave.
  
- F. Return rights for these employees shall take precedence over other employee unpaid leave provisions.
  
- G. If an employee returns to work from unpaid leave within 90 calendar days from the last day worked, the employee ~~shall~~ may return to the same facility and job title held before the unpaid leave, subject to the requirements of the Family

TA'd

TA'd

---

ACE

Date

---

ASD

Date

Leave Act and all other relevant laws and contract. If an employee returns to work between 91 calendar days and 180 calendar days from the last day worked, the employee shall return on a position available basis. ~~to a position for which qualified within the same range and step held before the unpaid leave. If an employee returns to work between 181 calendar days and one year from the last day worked, the employee shall return on a position available basis as near as possible to the same range and step of the job title held before the unpaid leave.~~ If the employee is unable to return because a position is not available, the employee's leave shall be extended for up to six (6) months. If no position is available within that timeframe, the District shall have no further obligation to reinstate the employee. Refusal to accept a position at the same or greater salary as previously received shall terminate the employee. The District and ACE may mutually agree to extend these deadlines.

- H. If an employee fails to return to work from unpaid leave on the agreed upon date for any reason except emergency situations beyond the employee's control, the employee shall be considered as having voluntarily terminated.
- I. An employee on Workers' Compensation shall not be subject to layoff; however, should layoffs occur in the employee's job title, the employee's rights to return to work shall be governed by the recall provisions.

TA'd

TA'd

---

ACE

Date

---

ASD

Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**705 HOLIDAYS**

The following District holidays shall be observed by employees as non-paid days:

Independence Day	Day Before New Year's
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Jr. Day
Day after Thanksgiving	President's Day
Day before Christmas	Memorial Day
Christmas Day	<u>Juneteenth Day</u>

When a recognized holiday falls on a Saturday, the preceding Friday shall be considered a District holiday. If the holiday falls on Sunday, the following Monday shall be considered a District holiday.

An employee who is in a pay status on the workdays immediately preceding and following a designated holiday and who is required to work on that day shall receive double pay.

TA'd

TA'd

---

ACE

Date

---

ASD

Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**801 SALARY CONDITIONS**

- A. Overtime ineligible E employees shall be paid on a salary basis by direct deposit in twelve (12) equal payments. Employees shall receive annual written notification of salary, or hourly rate, as applicable.
- B. Annual salary shall be calculated by multiplying the per diem times the number of workdays times the percentage of FTE worked.
- C. Each year on July 1, employees shall move one step within their assigned range. An employee whose salary exceeds the range maximum shall be held at the current salary until the salary schedule exceeds current salary. Employees returning to the same job title from an unpaid leave of more than half of the number of workdays in the work year shall retain the step held previous to the leave.
- D. Service credit shall be earned at the following rates for employees hired before July 1, 2024:
- 5 years through 9 years of service: 1.5% of annual salary
  - 10 years through 19 years of service: 2.25% of annual salary
  - 20 years through 29 years of service: 2.75% of annual salary
  - 30 plus years of service: 3% of annual salary

Conditions: Service credit payments shall be earned on a fiscal year based upon the employee's full years of service in ACE as of June 30, and as defined in Article 513. To be eligible, ACE employees must complete their full work calendar on or before June 30 of a fiscal year.

TA'd

TA'd

\_\_\_\_\_  
ACE

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

Service credit payments shall apply to all wages earned by the employee. Service credit payments will be applied to a fiscal year salary covering the total gross wages earned during the period from July 1 through June 30 of a given fiscal year. Annual service credit payments will normally be paid in July of the following fiscal year.

- E. Employees who are recalled from layoff into a lower range shall be placed at the step of the lower range closest in dollars to, but not more than, the step held at layoff. Placement at the higher step in the lower range will continue only so long as the employee remains in that position. If the employee returns to a position in the range held before layoff, the employee will return to the step held before layoff, adjusted for any movement secured through bargaining. Any change of assignment between the lowest range held as a result of recall and the position held before lay-off will result in no change in compensation.

Employees who return from long term unpaid leave into a lower range shall be placed according to previous experience, as determined by the Human Resources Department, except as provided in Article 611 A.

- ~~F. Employees who are re-classed to positions in higher ranges, or accept a position in a higher range, shall receive a minimum 5% increase in salary.~~

G. Pay Practices for JROTC Instructors

1. JROTC Instructors shall be contracted for 200 workdays between July 1 and June 30 each year. That amount of annual salary shall be equal to the monthly Minimum Instructor Pay (MIP) required under the District's agreement(s) with the Department of Defense (by appropriate branch), plus a \$4500 addenda. The annual salary for JROTC Instructors shall be projected each year, based upon the actual MIP for the first quarter of the calendar year. The annual salary for newly hired JROTC Instructors will be based on the estimated MIP notice received from the Department of Defense multiplied by the remaining pay periods in the current year.

TA'd

TA'd

ACE

Date

ASD

Date

2. JROTC salaries shall be paid in thirteen (13) payments. Twelve (12) payments will occur monthly and coincide with the District's regular payroll schedule beginning in July; or for the number of months actually employed during the school year. The thirteenth or final payment will be paid as a \$4500 addenda on or before July 15th of the following fiscal year. Any necessary adjustments in annual salary that are necessitated by changes in the Minimum Instructors Pay requirements shall be reflected in the thirteenth payment. If employment with the District ends prior to the end of the work year, the District reserves the right to retrieve any overpayment and shall submit any under payment.

TA'd

TA'd

---

ACE

Date

---

ASD

Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**803 OVERTIME ELIGIBLE POSITIONS**

Ranges A-D

A. Employees who occupy position titles in Ranges A-D in Article 807 shall receive overtime when work beyond eight hours in a day or 40 hours in a week is required. Overtime work shall be paid at the rate of one-and-one-half times the regular hourly rate. ~~Overtime work performed on the seventh day of a scheduled workweek shall be paid at two times the regular hourly rate. Work in excess of 12 hours in any continuous work period shall be paid at two times the hourly rate.~~ Overtime hours worked shall be submitted to Payroll in accordance with written Payroll procedures.

~~B. Through mutual agreement, employees eligible for overtime may elect to receive compensatory time instead. Compensatory time will be computed in the same manner as overtime. Compensatory time off can be accrued up to 240 hours (not more than 160 hours of actual hours worked). This time must be used by the end of the fiscal year in which it is earned. In lieu of this, the employees' supervisor must report any unused amount that remains on the books to the Payroll Department for payment.~~

C. No work beyond the specified shift will be performed without prior written supervisor approval. Employees, who willfully cause the District to incur overtime obligations, without obtaining proper supervisory approval, shall be subject to disciplinary action.

~~D. An employee who is notified prior to the end of the regular shift to report early to the next shift, will be paid time and one half for actual hours worked prior to the start of the regular shift. An employee notified at home to report back to work or prior to starting the next regular shift, will receive compensation at one~~

TA'd

TA'd

\_\_\_\_\_  
ACE

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

~~and one half times the regular rate of pay for actual hours worked, with a minimum of four hours overtime.~~

- E. Employees will accurately record time worked in accordance with District procedures.
- F. Leave will be tracked on an hourly basis using the District's leave recording system. Leave will be submitted on an hourly basis. Documented leave usage records are to be maintained in the District's leave recording system.
- G. All hours worked will be tracked on a daily basis. Time will be reviewed and submitted by the employee in the District's time recording system on a daily basis.
- H. Overtime eligible employees shall be paid biweekly based on accurately recorded time in the District's time recording system.

TA'd

TA'd

---

ACE

Date

---

ASD

Date



**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**804 OVERTIME INELIGIBLE POSITIONS**

- A. Normal workweeks for ACE overtime ineligible positions typically require a minimum of 40 hours, and individuals in these positions are expected to be available during the normal workday to meet the needs of the District. Employees in these overtime ineligible positions are expected to take responsibility for their own schedules and can, on occasion, take time off from work in order to meet personal needs. This time off from work must be approved in advance by the supervisor and must not conflict with District operations. ~~In these situations~~ On these infrequent occasions, a leave slip is not required for absences of less than four (4) hours.
  
- B. For each workday, salaried employees are required to “presence punch” or submit paid leave requests according to District procedures.
  
- C. Employees working less than full-time will not be expected to regularly work hours over their FTE. Duties and responsibilities shall be adjusted to accommodate the assigned FTE.
  
- D. Employees may, at any time, request an additional review of their positions, if they believe their positions to be overtime eligible. Additional reviews shall be conducted by an outside consultant, agreed upon by the District and ACE. Any disputes regarding eligibility for overtime shall be determined in accordance with the Fair Labor Standards Act.

TA'd

TA'd

\_\_\_\_\_  
ACE

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**805 STANDBY**

Standby assignments may be implemented ~~upon agreement between ACE and by the District with specific approval of the Superintendent.~~

TA'd

\_\_\_\_\_  
ACE

\_\_\_\_\_  
Date

TA'd

\_\_\_\_\_  
ASD

\_\_\_\_\_  
Date

**Anchorage School District  
Anchorage Council of Education/American Federation of Teachers, Local 4425  
2024**

**808 PER DIEM SCHEDULE**

Effective July 1, 2023, to June 30, 2024

Range	A	B	C	D	E	F	G	H	I	J	K
A	170.30	174.55	178.80	183.27	187.73	192.44	197.11	202.06	206.97	212.15	217.33
B	178.80	183.27	187.73	192.44	197.11	202.06	206.97	212.15	217.33	222.77	228.21
C	187.73	192.44	197.11	202.06	206.97	212.15	217.33	222.77	228.21	233.88	239.59
D	197.11	202.06	206.97	212.15	217.33	222.77	228.21	233.88	239.59	245.59	251.57
4	197.11	202.06	206.97	212.15	217.33	222.77	228.21	233.88	239.59	245.59	251.57
5	206.97	212.15	217.33	222.77	228.21	233.88	239.59	245.59	251.57	257.89	264.18
6	217.33	222.77	228.21	233.88	239.59	245.59	251.57	257.89	264.18	270.76	277.39
7	228.21	233.88	239.59	245.59	251.57	257.89	264.18	270.76	277.39	284.32	291.24
8	239.59	245.59	251.57	257.89	264.18	270.76	277.39	284.32	291.24	298.54	305.81
9	251.57	257.89	264.18	270.76	277.39	284.32	291.24	298.54	305.81	313.47	321.10
10	264.18	270.76	277.39	284.32	291.24	298.54	305.81	313.47	321.10	329.12	337.16
11	277.39	284.32	291.24	298.54	305.81	313.47	321.10	329.12	337.16	345.57	354.03
12	291.24	298.54	305.81	313.47	321.10	329.12	337.16	345.57	354.03	362.87	371.71
13	305.81	313.47	321.10	329.12	337.16	345.57	354.03	362.87	371.71	381.01	390.29

Range	L	M	N	O	P	Q	R	S	T	U	V
A	222.77	228.21	233.88	239.59	245.59	251.57	257.89	264.18	270.76	277.39	284.32
B	233.88	239.59	245.59	251.57	257.89	264.18	270.76	277.39	284.32	291.24	298.54
C	245.59	251.57	257.89	264.18	270.76	277.39	284.32	291.24	298.54	305.81	313.47
D	257.89	264.18	270.76	277.39	284.32	291.24	298.54	305.81	313.47	321.10	329.12
4	257.89	264.18	270.76	277.39	284.32	291.24	298.54	305.81	313.47	321.10	329.12
5	270.76	277.39	284.32	291.24	298.54	305.81	313.47	321.10	329.12	337.16	345.57
6	284.32	291.24	298.54	305.81	313.47	321.10	329.12	337.16	345.57	354.03	362.87
7	298.54	305.81	313.47	321.10	329.12	337.16	345.57	354.03	362.87	371.71	381.01
8	313.47	321.10	329.12	337.16	345.57	354.03	362.87	371.71	381.01	390.29	400.06
9	329.12	337.16	345.57	354.03	362.87	371.71	381.01	390.29	400.05	409.82	420.05
10	345.57	354.03	362.87	371.71	381.01	390.29	400.05	409.82	420.05	430.32	441.07
11	362.87	371.71	381.01	390.29	400.05	409.82	420.05	430.32	441.07	451.83	463.11
12	381.01	390.29	400.05	409.82	420.05	430.32	441.07	451.83	463.11	474.39	486.24
13	400.05	409.82	420.05	430.32	441.07	451.83	463.11	474.39	486.24	498.14	510.59

TA'd

TA'd

ACE

Date

ASD

Date