

**TERMS AND CONDITIONS OF
EMPLOYMENT DOCUMENT**

**ADMINISTRATORS, SPECIALISTS, SUPERVISORS
AND PSYCHOLOGISTS**



2009 - 2010

KYRENE SCHOOL DISTRICT #28

ADMINISTRATIVE TERMS AND CONDITIONS

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2009 - 2010

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I. STATEMENT OF PURPOSE

The purpose of this document is to identify those items relating to working conditions, benefits, and salaries that have been approved by the Governing Board of the Kyrene School District for Administrators, Specialists, Supervisors, and Psychologists.

The success of the total school program is directly related to the performance of these District employees. It is the intent of the Governing Board to provide for the working conditions, benefits, and salary that allow the District to attract and retain high quality staff in these positions. The compensation structure described in this document is built in an attempt to reflect equality, comparability, and level of responsibility.

This document may be modified by mutual agreement of the parties.

II. DEFINITIONS

Certified Administrator

Any administrator whose position requires him/her to hold certification by the State of Arizona, Department of Education as an administrator.

Non-Certified Administrator

Any administrator whose position does not require him/her to hold certification by the State of Arizona, Department of Education as an administrator.

Assistant Principal/Assistant Director

Any administrator whose position requires him/her to hold certification by the State of Arizona, Department of Education as a teacher or administrator.

Support Supervisor

Any administrator whose position does not require him/her to hold certification by the State of Arizona, Department of Education as a teacher or administrator.

Psychologist

Any psychologist whose position requires him/her to hold state of Arizona certification as a psychologist.

Day

Day shall mean contract day unless specified otherwise.

Fiscal Year

July 1 through June 30.

Employee

Any employee covered by this document unless specified otherwise.

Exempt Employee

All employees covered by this document are considered exempt employees under the Fair Labor Standards Act.

III. WORKING CONDITIONS

A. Change of Assignment

Assignment of employees shall be based primarily on factors deemed to be in the best interest of the District. Reassignment will be done as the needs of the District are determined and in consultation with the employee.

B. Length of Contract and Work Hours

<u>Employee Group</u>	<u>Position Title</u>	<u>Contract Length</u>
Administrator	All	12 months (260 days)
Psychologist	Psychologist	10 months (215 days)

All administrators, non-certified as well as certified, will be offered a contract for the next school year on or before May 15 unless on or before April 15 the Board or the superintendent gives notice of the Board's intention not to offer a new contract.

Employees who leave their job site for one-half day or more must notify their immediate supervisor.

Employees are required to identify a person or persons who will be responsible for the completion of the employee's duties when the employee is away from his or her job site.

C. Staff Protection - Administrators

The Board will be vigorous in its protection of all employees from physical and/or verbal abuse.

1. Any employee who is threatened with harm is to notify his/her supervisor immediately, and steps are to be taken at once to protect the employee's safety.
2. The Board shall protect its employees through a comprehensive liability insurance program. A copy of such policy shall be available for inspection in the Business Office.
3. The Board shall hold harmless and defend any District employee from claims for damages caused or alleged to have been caused in whole or in part by the employee while performing assigned duties as an employee of the District under the provisions of the District's liability policy, whether or not that person is employed by the District at the time the claim is made, provided that the District shall not be obligated to assume any costs or judgements held against the employee when such damages are proved to be due to the employee's willful negligence, violation of law, or criminal act as determined by a court of law.

D. Personnel Files

1. Personnel files are established, initiated and controlled by the District for the purpose of maintaining a record of the qualifications and performance of employees.
2. Material originating within the District and which concerns an employee's conduct, service, or personality shall not be placed in an employee's file unless he/she has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed and shall be issued a copy. Such signature does not

necessarily indicate agreement with the content of such material. In those instances when an employee refuses to sign such material, the supervisor shall have the material read to him/her before a witness who will then sign a statement indicating that the employee had it read to him/her. A refusal to be on hand for the reading of such a statement before a witness shall be regarded as insubordination.

3. The employee shall have the right to respond to those items specifically addressed within the materials placed in the file. The response shall be submitted to the individual's immediate supervisor, read by the Superintendent, and attached to the file copy. The response may be accepted only if the contents are directly relevant to the contents of the material in question.
4. All references obtained on the basis of confidentiality for the purpose of initial employment or promotion, originating either outside the school District or within the District, shall not be subject to this agreement and, therefore, shall not be available for inspection by the employee. Those items covered would be placement files or letters of recommendation for initial employment or promotional employment within the District.
5. All materials must be dated at the time they are placed in the files and may not be removed except through grievance. The signature of the employee and immediate supervisor shall be affixed to each document.
6. All materials placed in the employee's District personnel file and originating within the school District shall be available for inspection by the employee and administration. Requests for inspection will be given in writing to Human Resources twenty-four (24) hours in advance of the date desired. Human Resources will schedule a time for the inspection and will make arrangements for a staff member to be present when the inspection takes place.

E. Administration of Salary

1. Setting Salary for New Employees

Employees new to the District will have their salary set based upon experience and education on the administrative salary schedule using the placement guidelines. (see Appendix 1). Upon approval of the superintendent, administrators may be granted credit for more than four years of prior experience credit not to exceed their total years of administrative experience as calculated within the guidelines. This is done only when determined to be in the best interest of the district due to current market conditions and/or the need for continuity or quality of service to the district.

Administrators shall receive, upon receipt of appropriate documentation, one year's credit on the salary schedule for each year of prior administrative experience in the same classification and/or one half year's credit for subordinate administrative experience in a like position not to exceed four years. New employees must furnish the District with a current official set of college transcripts if applicable to placement on the salary schedule. Credit for professional training not revealed to the Human Resources Department at the time of application for employment may not be claimed or granted at a future date.

2. Increase for Education

A salary increase for education is gained by the accumulation of approved credit.

Salary, at the time contracts are issued, is fixed for the ensuing year except when the employee requests education credit.

Employees are eligible for educational salary credit at the beginning of their contract or at the beginning of the second semester or both. Contract adjustments made at the beginning of second semester will be for half year only.

It is the employee's responsibility to:

- Submit Step 1 Notice of Intent for educational salary credit by yearly deadline of February 15 for the next contract year,
- Submit Step 2 Pre-approval for every educational salary credit, course, workshop, and project,
- Submit Step 3 Additional Pay for Apporved Credit including transcripts, crade slips, or other acceptable documentation for final approval by yearly deadlines of October 15 and February 15.

To receive an increase for education, the employee must demonstrate "satisfactory" or "needs improvement" on all performance competency areas of the administrative appraisal system.

3. Salary Increase

Salary increases may occur each year based upon fiscal conditions and the District goals in support of student learning.

The employee must demonstrate "satisfactory" or "needs improvement" rating in all competencies on the evaluation system in order to receive any salary increase. A person who receives an "unsatisfactory" rating on any competency on the evaluation system, will not receive any salary increase including any bonuses, stipends or other forms of alternative compensation. No opportunity will be given, at any time, to recover the loss of the annual increase.

4. Promotion

Administrators promoted within the District will be placed on the salary schedule according to the guidelines for administrative salary placement (Appendix 1).

No employee will receive an annual salary decrease when promoted.

F. Reduction In Force, Return to Teacher Status, and/or Re-Employment/Work After Retirement

Reduction In Force

Administrators who were teachers in the District prior to being covered under this agreement will be offered a teaching position if the administrator is qualified and properly certified for an open available position.

Such employees who obtain a teaching position in the District shall receive full prior Kyrene teaching experience credit and may receive one step of credit on the teacher salary schedule for each year served as a Kyrene administrator.

Any employee who has gained T+3 status shall not lose it if his/her employment status as a certified employee with the District is uninterrupted. Approved leave status would not be considered an interruption of employment.

Persons terminated because of a reduction in force and who return at a later date, when called by the District, shall return with all benefits accrued at the time of termination except in cases where a payoff was received at the time of termination.

Return To Teacher Status

If an administrator voluntarily chooses to return to a teaching assignment, full Kyrene teacher experience credit shall be granted. This request must be submitted to the superintendent for approval no later than January 15 of the year prior to reassignment.

Upon approval of the superintendent, administrators may be granted credit for more than their Kyrene teaching experience not to exceed their total years of administrative and teaching experience. This is done only when determined to be in the best interest of the District due to current market conditions and/or the need for continuity or quality of service to the District.

Re-Employment/Work After Retirement

Any employee who voluntarily leaves the employment of the District, may reapply to the District.

IV. BENEFITS

The Board will provide benefits for its employees. These benefits are subject to changing statutory requirements. Employees will be consulted, when possible, on a contemplated change of benefits and will be advised if and when any benefits have been changed.

A. Salary Deductions

1. Credit union, annuity contracts, insurance premiums, United Way, and Kyrene Schools Community Foundation may be withheld from salary earned when requested by the employee. Employees may be given the election as to whether to receive an annuity contract and agree to accept a reduction in salary equal to the amount to be paid by the District for the purchase of said annuity contract.
2. Requests for annuity participation may be made at any time during the year. Such requests should consider the total annual amount for annuity contribution and be divided by the number of pay periods excluding balance of contract paychecks. Two (2) weeks written notification is required by payroll to change continuous deductions.
3. Credit union deductions may be made at the employee's request. Changes received on or before payday will be effective on the following paycheck.
4. United Way and Kyrene Schools Community Foundation will begin upon receipt of the appropriate documentation by the payroll department and will be deducted through May. All deductions must be authorized by the employee.

B. Term Life Insurance

The Governing Board shall provide a Term Life Insurance policy, as established with the life insurance carrier for the Administrative Employee Group.

Employees eligible for said term life insurance coverage shall be provided a summary copy of the policy which shall indicate all provisions and benefits to the above stated policy.

Employees may request to convert or port life insurance policies at the end of their employment.

Employees may purchase additional personal life insurance at the group rate per thousand dollars.

C. Disability Insurance

The District will provide a stipend to cover the cost of Class VI disability insurance for each employee within the administrator group. If an administrator does not elect disability insurance coverage, then an equivalent amount of money will be added to their compensation.

D. Health Care and Flex Benefits Plan

The Kyrene Administrator Council (KAC) may appoint one (1) employee to serve on the Employee Insurance Committee. The cost of substitutes in all instances will be paid by the District. The committee may participate in all activities of the KEBT, including, but not limited to, committees as assigned and all meetings. The role of the committee is to provide advice and input to the Trustees of the KEBT for the purpose of adding value and perspective to its decisions.

Medical plans will be made available to eligible employees. For purposes of benefits eligibility in the KEBT plans, benefits eligible is defined as working at least 30 hours per week in regular, non-temporary positions. Employees who elect a medical plan will receive a medical allowance equivalent to the cost of the standard medical plan.

Should the medical allowance dollars not cover the premium for the employee's selected coverage, the employee will have salary deduction to cover the cost. In the event the employee is unable to pay their premiums for their selected benefits from their paycheck, the employee will be notified by the District and the employee will be given payment instructions.

Individuals and their dependents may continue to participate in the District health and medical plan after severance of employment as allowable under COBRA. The individual will be required to pay the full group rate, plus an additional 2% to cover administrative expenses.

E. Authorized Absences

1. Authorized Compensatory Absences (ACA)

Authorized compensatory days are to be used for illness, illness of a family member, religious observances, or personal business that cannot be completed outside the normal working day. ACA days shall not be used for other gainful employment or recreational purposes. Misuse of ACA days may result in disciplinary action and/or loss of pay for the day(s).

Authorized compensatory absences are earned by employees whose minimum workweek is twenty (20) hours. Employees will accrue ACA at the Governing Board approved rate and the unused portion will accrue indefinitely.

These absences may be used and reported in a minimum of two (2) hour increments for illness or personal reasons.

If the employee has prior knowledge that there will be an absence for any of the above reasons, an absence request shall be submitted five (5) working days before the absence takes place through iVisions.

ACA will accrue and be credited on a per pay-period basis. Accruals will be based on actual paid time, not to exceed contracted FTE. ACA days may not be used prior to being earned, except in hardship situations when the employee has a serious illness and has not yet earned sufficient ACA days. In this event, the employee may apply for an advance of days, not to exceed the total number of days allocated for the remainder of the year. Advance crediting of ACA days must be due to serious illness of employee or immediate family and must be approved by the supervisor and the Executive Director of Human Resources (medical documentation is required). If the employee terminates with a negative balance of ACA days, the per diem amount of the deficit days will be deducted from the employee's final pay.

Verification of need for Authorized Compensatory Absences for Illness:

- a. In any absence where there may be an indication of misuse, the Board or its designee may require an explanation and/or verification by an appropriate authority.
- b. In absences of five (5) consecutive school days or longer, the Board or its designee may require appropriate verification.
- c. In those cases where employees are absent from work for twenty (20) or more consecutive school days, the Board or its designee may require a medical examination by a physician of the Board's choice to either substantiate the need for ACA time or the employee's ability to return to work. In such cases, the District will bear the cost of the medical examination. The response from the physician shall be in writing.

2. Non-Cumulative Compensatory Absences for First Year Employees for Bereavement

First year employees will be allowed up to eight (8) non-cumulative compensatory absence days to be used in the event of a death in the immediate family*. The purpose of these absence days is to supplement whatever authorized compensatory absences the employee has accrued (for a bereavement of up to eight days maximum). These allocated days will not be cumulative and may be used only once. All authorized compensatory absence days must be used prior to receiving non-cumulative bereavement days. However, in the event that an employee is in need of additional days before the end of the year because some of the initially allocated days were used for a bereavement, extra days will be made available, up to the number of days used for bereavement, as may be needed during the remainder of the year.

- * "Immediate family" for this section only is defined as: 1) The spouse or domestic partner of the employee; 2) The children, parents, siblings, grandchildren, or grandparents of the employee or the employee's spouse or domestic partner

3. Maximum Accrual of Authorized Compensatory Absences for Payment Upon Termination

- For employees working within the District during the 2004-2005 school year and continuing in employment in the 2005-2006 school year, they will receive remuneration for each day of accrued authorized compensatory absence upon retirement, resignation, or death, and under the provisions listed below
 - For employees hired for the 2005-2006 school year and thereafter, they will receive remuneration for each day of accrued authorized compensatory absence upon retirement with ASRS, and under the provisions listed below
- a. Those employees who terminate employment and who have at least seven (7) years of continuous service with the District at the conclusion of the individual's last year of employment shall be reimbursed for the number of accumulated days at forty (40) percent of the employee's base salary divided by the number of contract days.
 - b. Those employees who terminate employment and who have at least thirteen (13) years of continuous service with the District at the conclusion of the individual's last year of employment shall be reimbursed for the number of accumulated days at forty-five (45) percent of the employee's base salary divided by the number of contract days.
 - c. The maximum accrued authorized compensatory absence allowable shall be:
 - Employees hired FY 1980 and after, maximum of 125 days; (this amount is determined by the number of days accruable each year; the maximum is in proportion to the certified employee maximum;)
 - Employees hired between FY 1976 and FY 1979, maximum of 175 days.
 - d. Those employees who sever employment and are eligible for accrued authorized compensatory absence days may have their reimbursement prorated over their last six months of employment

provided the total days accumulated are equal to or more than the number of working days in the last six months of the contract year.

- e. In the event of permanent disability that prevents further employment, or death prior to twenty (20) years of employment or age sixty (60), the benefits shall be paid to the estate of or to the person.
- f. Employees who have accumulated authorized compensatory absence days in excess of two years of their annual allocation and who intend to retire with ASRS one or two years hence, may forfeit all authorized compensatory hours earned during the final one or two years of employment.

The contract amount for the last one or two (2) years will reflect payment for the number of days/hours of authorized compensatory absences forfeited during those years. The number of authorized days allocated for each of the one or two (2) years will be paid at the entry rate of the employee's classification and education level.

The following conditions apply:

- (1) Employees must submit notification of the intent to terminate employment to the Superintendent one (1) or two (2) years hence, no later than February 15 of the contract year prior to retirement or resignation.
- (2) Employees must terminate employment after the end of the one or two (2) year period. This action may not be rescinded.
- (3) Employees are only eligible to access this benefit once. Re-employment does not make an employee eligible again.
- (4) Employees must be retiring with ASRS.

The contract amount for each of the last two (2) years will reflect payment for the annual amount of authorized compensatory absences forfeited during those years.

In order to facilitate budget revisions and payroll payments for retiring employees, notification of the intent to terminate shall, be made to the Superintendent by February 15 of the contract year preceding the start of the two (2) year period.

4. Worker's Compensation Benefits

Please see the workers compensation policies: EBBB, GBGD and GBGD-R.

5. Deductible Absences

- a. Personal Deductible Absence: Three days/twenty-four (24) hours may be used by employees for activities under provisions of other authorized absence benefits. A portion of the employee's salary will be deducted to equal 33.3% of the employee's daily rate. Requests for this absence should be completed on the appropriate form and submitted to the supervisor at least five (5) days prior to the time of absence. This absence is non-cumulative.

Restrictions on deductible absences are as follows:

The supervisor can deny it if she/he determines that its granting would result in notable disruption to the continuity of the responsibilities of the employee.

These further restrictions apply to deductible absences:

- (1) May not pursue recreation.

- (2) May not seek other employment.
 - (3) May not attend to matters relating to other employment.
 - (4) The District requests that principals and assistant principals be present in the school the day prior to or following a holiday. Exceptions must be requested prior to use and have the approval of the Superintendent/designee.
- b. **Jury Duty Absence:** Jury duty absences for employees are allowed with regular pay less jury duty pay without any deduction of authorized compensatory absence. Please see the jury duty FAQ's on the Human Resources web site for complete procedural information.
 - c. **Subpoena Absence:** If an employee is subpoenaed to appear in court in a matter in which he/she is not a party, the employee may take the time, less subpoena pay excluding expenses, without any deduction of ACA, provided appropriate documentation (e.g. the subpoena) is submitted with absence request form.
6. **Educational Renewal**
 A District employee may be allowed to accumulate a total of fifty (50) days over a two year period from vacation days and ACA days to pursue professional renewal. This leave can be taken at any time during the year and will be part of the employee's contract contingent upon the approval of the Superintendent prior to the contract year. During this period, the employee will continue to accrue and receive all employee benefits.

The purpose of the educational renewal program will be for the employee to pursue a selected and approved personal development program. The program proposed by the employee can be tied to programs designed to develop management abilities or can be self designed programs of independent study supplemented by visits to selected educational or other sites designed specifically to enhance the participant's knowledge of management techniques in educational settings. In either case, the programs designed will be tied to specific goals and objectives or professional growth determined by the employee and his/her respective supervisor.

An employee must have been in the District seven consecutive years with at least three years as a full-time administrator before he/she can apply for the professional renewal program. No more than one of the employees can be away from the District participating in the renewal program at any one time.

F. Leaves

Employees may request the following leaves:

- 1. Annual Non-Compensable Leave
- 2. FMLA
- 3. General Medical Leave
- 4. Sabbatical Leave
- 5. Military Leave
- 6. State or National Office
- 7. Personal Leave

Non-compensable leave which qualified under FMLA will be charged to FMLA for all eligible employees.

ACA may be used during a leave of absence. When ACA is used during a leave of absence, ACA shall continue to be accrued at the regular rate as long as ACA is being used for the leave.

The employee should contact Human Resources/Employee Benefits for an appointment for specific information regarding conditions of their leave prior to requesting the leave to ensure eligibility for continuity of compensation, medical benefits and legal rights.

- a) All rights of employment such as T+3/T-3 status and accrued ACA will be preserved and available to the employee. Contact Human Resources/Employee Benefits for specific details.
- b) During the leave, except in cases where the employee accepts employment in another Arizona public school district, medical insurance benefits received immediately prior to the leave will be allowable under the COBRA guidelines for sabbatical and annual non-compensable leaves, should the employee choose to pay for such insurance for the requested leave.
- c) Upon reinstatement, the employee will receive salary credit at the level eligible for at the time of the leave. Further applicable education salary credit will also be determined.
- d) Except as otherwise provided in law or policy, an employee cannot be guaranteed the same placement or assignment as prior to the leave.
- e) Employees who take a leave for a part of the year will receive a year's service credit provided they complete more than a major portion of the school year.
- f) Part time employees who take a leave will be reinstated at the same FTE as prior to the leave.
- g) Employees on improvement plan or other disciplinary action at time of leave will be returned to the same site and be subject to the same improvement plan.

1. Annual Non-Compensable Leave

Annual non-compensable leave may be granted by the Board for a period of time not to exceed one (1) year. Such leave requests will be considered contingent upon the best interests of the District. Annual non-compensable leaves may be requested for:

- a) Recovery from or treatment of personal illness or injury (verification from health care provider required)
- b) Caring for a child or another member of the employee's immediate family (as defined on page 10)
- c) Serving as an exchange teacher/educator or as a teacher/educator in a foreign country (documentation required)
- d) Further educational study for the purpose of obtaining a certification or degree (documentation required)

The following conditions apply:

- a) Written requests to the Board for annual non-compensable leave must be received by the Executive Director of Human Resources no later than February 15 of the year prior to the leave.
 - 1) Extension to February 15 notification deadline due to extraordinary circumstances, may be considered by the Board upon submission of a written request which must be received by the Executive Director of Human Resources no later than February 15.
- b) Written notification to the Board of the employee's intent to return or not to return the following year after a leave must be received by the Executive Director of Human Resources no later than January 15 of the leave year.
 - 1) Extension to January 15 notification deadline due to extraordinary circumstances, may be considered by the Board upon submission of a written request which must be received by the Executive Director of Human Resources no later than the first day after winter break.

- c) An extension to June 1 may be considered by the Board for requests to serve as an exchange teacher/educator or as a teacher/educator in a foreign country. The written request must include a copy of the exchange/overseas teaching application.

2. The Family and Medical Leave Act

The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. See Board Policy GCCC.

3. General Medical Leave for Planned/Unplanned Surgery, Accident, Major Illness, or Childbirth and Recovery

General Medical leave for planned/unplanned surgery, accident, major illness, or childbirth and recovery, will be granted when applicable under the guidelines and entitlements of the Family and Medical Leave Act. An employee may use accrued compensatory absence credit during the leave. Days not yet earned at the rate described in Section E 1, may not be used during the leave. A further extension to the leave may be granted, but may extend through the remainder of the school year in order to maximize continuity of educational programs for students. The employee must use available accrued compensatory absence credit during this extension period so long as there is medical verification of the need for continued leave.

- a) Accrued compensatory absences must be used immediately prior to or following surgery or childbirth if a physician declares that the employee is disabled and unable to work. *
- b) The employee will complete necessary paperwork by contacting Human Resources/Employee Benefits.
- c) The leave may begin at an earlier date if the individual becomes physically incapable of performing assigned duties. *
- d) In case of a delay in the scheduled date for childbirth or planned surgery, the leave may begin at a later date if the employee's physician substantiates the ability to continue to work and the District is able to adjust arrangements for the long-term substitute. *
- e) In order for the employee to receive pay during winter or spring recess, or any approved contract holiday, it is necessary for the employee to be in attendance or use an authorized compensatory absence credit for one (1) day preceding and following the recess period.

* Applies to planned surgery or childbirth and recovery.

The District may require a medical examination by a physician of its choice to either substantiate the disability, the employee's ability or inability to return to work, or the employee's ability to continue to work prior to the disability if the District feels there might be a danger of health and safety of the employee and the students. In such cases the District will bear the cost of the physical examination. The response from the physician will be in writing.

3. Sabbatical Leave

The Board recognizes the importance of continuing education for the employees of the District. The Board has acknowledged this principle by provisions in providing for educational salary credit and by providing opportunities for professional development through workshops and other means. Sabbatical leave may also contribute to this principle.

Sabbatical leaves may be granted by the board, contingent upon availability of District funds to an employee who has been employed for at least seven (7) consecutive years prior to the application for leave. Sabbatical leave requests must be made by February 15 of the year prior to the requested leave. Criteria, qualifications and requirements are available in the Human Resources Department.

Sabbaticals may be granted for:

- Study in an accredited institution of higher learning (no less than nine [9] semester hours of coursework per semester must be taken and completed).
- Study under a fellowship grant from a recognized foundation or a research organization engaged in educational research.
- Travel conducted by an accredited institution of higher learning for which course credit is granted by the institution.

5. Military Absence/Leave

Military leaves of absence will be granted by the Board to employees in accordance with existing state and federal statutes. (A.R.S. 26-168 and U.S. Code Title 32, paragraph 75.)

6. Leave for State or National Office

If an employee is elected to a state or national office of a professional education association, the employee may be granted a leave for the term of said office. Employees may apply for additional leaves if re-elected or elected to an additional office.

7. Personal Leave

Personal leave for less than one year, which does not qualify under any of the above leaves, may be granted in extraordinary circumstances. Requests must be approved by the immediate supervisor and the Executive Director of Human Resources and will only be granted if the leave would not disrupt the continuity of the instructional program.

G. Vacation/Flextime

Only 12 month employees shall be eligible for vacation days. Employees with less than 12 months shall have "off contract" days.

Eligible full-time employees shall receive 22 vacation days. Vacation time will be prorated based upon FTE.

Employees may accrue a maximum number of vacation days per policy GCD. When an employee has reached the maximum number of accruable vacation days, the employee will not be eligible to accrue any additional days until such time as the employee's vacation balance is sufficiently below the maximum to permit additional accrual. These vacation accruals or non-accruals will occur on a per pay period basis, based on actual paid time, not to exceed contracted FTE.

With approval from the appropriate divisional leader, administrators may use up to 15 days of the annual accrual of vacation (22 days) in advance of earning those accruals. An employee who does not complete the full term of his/her contract will be required to reimburse the District for any excess days of vacation for which he/she has received compensation.

Employees are encouraged to use all vacation days each year. Employees will be required to use all vacation days prior to severance of employment unless such circumstances exist where the Superintendent/designee approves pay for unused vacation. Such approval must be in writing.

Vacation requests should be submitted to an employee's supervisor for approval prior to use. Supervisors may make exceptions due to unusual circumstances. The District requires that school-based administrators be present in the schools the day prior or following a holiday. Exceptions to this requirement may be made by the Superintendent or designee if a request is made in a timely manner.

Administrators working less than a twelve month contract do not earn vacation days. Any individual departure from specified workdays or holidays must be approved at least one week in advance by the supervisor or appropriate assistant superintendent. In the event of an emergency or extenuating

circumstances, the supervisor or Executive Director may waive the one-week advance approval. The decision to grant flextime must be made in consultation with the site administrator(s) affected by the departure from the normally scheduled workdays.

Upon approval, administrators who work less than a twelve month contract may flex up to three (3) days of their regularly scheduled contract days. These “flex days” must be earned prior to use. Flex days may only be earned and used in increments of a full day. Flex days must be used during the school year that they are earned. Unused flex days will not carry over beyond the year they are earned.

H. Transportation Allocation (\$362)

Administrators may submit mileage for reimbursement or in lieu of the reimbursement an addendum to salary may be provided according to the category designated.

Employees may elect to complete a mileage form to receive reimbursement for travel on school business. Mileage for reimbursement will be calculated using the mileage reimbursement rate according to the Arizona Department of Administration Guidelines for the current year.

Employees may submit mileage for reimbursement or receive a mileage addendum of \$362 to their contracts to cover intra-District travel.

Employees may elect to complete a mileage form to receive reimbursement for intra-District travel. Employees must indicate which reimbursement choice when they return their signed contracts each year.

I. Cell Phones

An addendum to salary will be provided to administrators in the amount of \$25.00 to cover the monthly cost of a cell phone. Administrators eligible for this addendum will include principals, directors and supervisors of District-wide programs who must be available to the superintendent 24 hours a day, 7 days a week.

APPENDIX A

Administrative Salary Schedule Guidelines for Administrative Salary Placement

1. Placement on the schedule is based upon the total number of years credited for previous experience up to four years. Previous experience is calculated in addition to the administrators' actual years of service in their current classification within the Kyrene School District. No credit is given for total experience less than full year increments.
2. Each year of actual experience in the same classification is equivalent to one cell of credit on the schedule. Each year of superordinate experience in a position above the current classification is equivalent to one cell of credit on the salary schedule. Each year of subordinate experience in a position in preparation for the current classification is equivalent to one half of a cell on the salary schedule. No credit is given for partial credit within a cell.
3. Part-time employment is credited as one half of the amount normally credited for the work performed.
4. Part-time/part-year employment in multiple positions is compiled to equate to one year. No placement credit is given on the salary schedule for less than a full year's total credit.
5. No credit is given for temporary work or work performed independently by the employee as a consultant or under other such contractual agreements.
6. One year of credit is given for one contract year's work. No additional credit for part-time work in addition to full-time work is credited, i.e., summer school or evening work.
7. Salary credit is given only for work experience completed under an administrative contract. No credit is given on the administrative schedule for work under a teacher's contract.
8. Psychologists receive credit on the administrative schedule for work as a psychologist only. No credit is given for work as an intern.
9. Upon approval of the superintendent, administrators may be granted credit for more than four years of prior experience credit not to exceed their total years of administrative experience as calculated above. This is done only when determined to be in the best interest of the district due to current market conditions and/or the need for continuity/quality of service to the district.

**KYRENE SCHOOL DISTRICT
2009/2010 Administrative Salary Schedule**

Supervisors															
	BA/Exp	MA	MA45	PHD											
B31	44,137	45,207	46,277	47,347	48,417	49,487	50,557	51,627	52,697	53,767	54,837	55,907			
B32	48,182	49,371	50,560	51,749	52,938	54,127	55,316	56,505	57,694	58,883	60,072	61,261	62,450	63,639	
C41	50,282	51,568	52,844	54,120	55,396	56,672	57,948	59,224	60,500	61,776	63,052	64,328	65,604	66,880	
C42	52,909	54,263	55,617	56,971	58,325	59,679	61,033	62,387	63,741	65,095	66,449	67,803	69,157	70,511	
C43	60,165	61,889	63,613	65,337	67,061	68,785	70,509	72,233	73,957	75,681	77,405	79,129			
Assistant Principal/Assistant Director															
	BA/Exp	MA	MA45	PHD											
C51	60,165	61,889	63,613	65,337	67,061	68,785	70,509	72,233	73,957	75,681	77,405	79,129			
Psychologist - Annual Figures reflect a 215 day calendar															
		MA	MA45	PHD											
C52		50,985	52,555	54,125	55,695	57,265	58,835	60,405	61,975	63,545	65,115	66,685	68,255	69,825	71,395
Director 1															
	BA/Exp	MA	MA45	PHD											
D61	61,538	63,440	65,342	67,244	69,146	71,048	72,950	74,852	76,754	78,656	80,558	82,460			
Director 2															
	BA/Exp	MA	MA45	PHD											
D62	64,873	66,861	68,849	70,837	72,825	74,813	76,801	78,789	80,777	82,765	84,753	86,741			
Director 3															
	BA/Exp	MA	MA45	PHD											
D63	69,379	71,451	73,523	75,595	77,667	79,739	81,811	83,883	85,955	88,027	90,099				
Principal Elementary															
		MA	MA45	PHD											
		71,451	73,523	75,595	77,667	79,739	81,811	83,883	85,955	88,027	90,099				
Principal Middle School															
		MA	MA45	PHD											
		73,523	75,595	77,667	79,739	81,811	83,883	85,955	88,027	90,099	92,171	94,243			

For placement: Upon receipt of appropriate documentation, administrators shall receive one year's credit on the salary schedule for each year of prior administrative experience in the same classification and/or one half year's credit for subordinate administrative experience in a like position not to exceed four years. Upon approval of the Superintendent, additional credit may be granted when in the best interest of the District. Under no circumstances will an administrator's salary be decreased upon promotion.

APPENDIX B

Kyrene School District Administrator Sick Leave Bank ASLB

The Administrator Sick Leave Bank is designed to help employees during extreme and catastrophic circumstances. These help provide the continuation of your health insurance coverage.

The Administrator Sick Leave Bank (ASLB) will be maintained for all participating District administrators by the Kyrene Administrators Council (KAC). This committee will establish the guidelines and procedures for monitoring and granting Administrator Sick Leave Bank days. Participation shall be on a voluntary basis with employees who wish to participate initially contributing 16 hours (2 days) for full time administrators and 8 hours (1 day) for part time administrators of unused sick leave to the bank upon signing of the contract. (Note: all references to time in this document will be computed as a full day (8 hours) for full time administrators and a half-day (4 hours) for part time administrators.) This benefit is not intended to replace salary. All references below are based on this number of days for full or part time administrators. Administrators not participating in previous years may enroll in the ASLB upon signing a contract of any succeeding year by contributing 2 days for full time administrators or 1 day for part time administrators of leave to the ASLB. When days in the bank drop below the minimum balance established, those members wishing to continue membership with the bank will be required to contribute an additional 8 hours (1 day) for full time administrators or 4 hours (.5 day) for part time administrators to the ASLB. Part time administrators that become full time will need to contribute an additional 8 hours (day) to continue in the ASLB. Unused Administrator Sick Leave Bank days will accumulate without limits and carries over into each consecutive year.

The following guidelines will be followed in administering this program:

1. Only those administrators contributing to the ASLB will be eligible to receive days from it.
2. Days contributed to the ASLB cannot be subsequently refunded unless the ASLB is dissolved. An administrator's rights to the ASLB are discontinued upon termination of employment or retirement. An employee who is rehired may rejoin the ASLB on a voluntary basis, by contributing 16 more hours (2 more days) of leave upon signing a contract. If the ASLB is dissolved, hours remaining in the bank will be returned to current participants on a basis prorated by their respective contributions and the number of hours remaining at that time.
3. The administrator who has contributed to the ASLB may request up to 64 hours (8 days) from the bank when the individual's entire accumulated leave (ACA and deductible absences) have been exhausted.

4. No administrator shall be eligible for the ASLB after qualifying for long-term disability coverage.
5. An administrator may receive hours from the ASLB for extreme and catastrophic circumstances. Administrator Sick Leave Bank hours will not be granted for maternity, except when complications arise from pregnancy.
6. An employee wishing to receive hours from the ASLB shall submit to the Administrator Sick Leave Bank chairperson a written request on the appropriate form available at (www.TBD). The administrator, another family member, and/or colleague could make the request. A medical doctor or dentist's statement may be requested in order to receive hours from the ASLB. The committee also has the right to request a second medical doctor or dentist's opinion from a doctor of their choice.
7. An individual may be granted one request per school year and may appeal to the ASLB committee for one (1) additional request of up to 40 hours (5 days) during the same school year (20 hours for part time staff). Additional hours may be granted to an employee during extreme and catastrophic circumstances. The ASLB committee will determine the number of hours granted in conjunction with information from the employee and the Kyrene School District Benefits department.
8. The ASLB committee shall be comprised of one administrator who is appointed by KAC and two other members from the KAC committee. The committee will meet as needed. Decisions will be made by majority vote and will be conveyed to Human Resources, Benefits Department, and the employee in a timely manner.
- 9. All decisions of the ASLB committee are final.**

**Kyrene School District
Administrators Sick Leave Bank
ASLB
Election Form**

I (print name) _____, Employee ID _____ elect to donate 16 hours for a 1.0 FTE or 8 hours for a .5 FTE of ACA to the Administrators Sick Leave Bank. I am aware that these hours will be deducted from my current balance. I understand that this is voluntary and I will not be able to revoke this donation. I also understand that in order to participate in this program I must contribute 16 hours (1.0 FTE) or 8 hours (.5 FTE) ACA leave day.

By signing below I agree to the above guidelines and those set forth in the Administrator Terms and Conditions and the ASLB Guidelines.

____ 16 hours (Full-time employee)

____ 8 hours (Part-time employee)

Signature

Date

School Site

Please return completed form to Suzi Mast, Mail stop #25, Curriculum and Assessment, DO.