

MEET AND CONFER DOCUMENT

FOR

SUPPORT STAFF

2009 -2010



Kyrene School District

STATEMENT OF PURPOSE/RECOGNITION

The success of the total school program is directly related to the performance of the District Support Staff. It is the intent of the Governing Board to provide for Support Staff the working conditions, benefits, and salary that allows the District to attract and retain high quality staff.

The purpose of this Meet and Confer Agreement is to itemize, specify, and document those items of employment, salary, and benefits which have been agreed upon by the Governing Board of the Kyrene School District and the Kyrene Education Support Professional Association, hereinafter referred to as KESPA or the Association.

This Agreement may be amended or modified by mutual agreement of the parties, recognizing that neither party has any obligation to negotiate such amendment or modification during the term of this Agreement as specified. Exceptions may be made only as a result of legal or legislative action directly affecting this Agreement, or by the consent of both parties, in which event, appointed representatives of the Governing Board and the KESPA will meet to expeditiously discuss the need to amend the sections affected.

The Kyrene School District Governing Board reaffirms that it has the sole and final responsibility to the taxpayers of the District, and therefore, cannot delegate its vested authority to other parties or groups. Items or sections which would not permit the Governing Board to carry out its statutory required duties have been excluded from this Agreement.

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Kyrene School District

The President of the KESPA, or designee, will be provided with five (5) days plus one-half (1/2) day for each site for business related to the Association. Additional time will be added with the opening of each new school; additional days may be added upon approval of the Superintendent.

- The cost of substitutes, if required, will be borne by the KESPA.
- No one person will be permitted more than ten (10) days during the school year. Additional days may be added upon approval of the superintendent.
- Prior approval of the supervisor is required for all planned absences. It is expected that the supervisor will make reasonable accommodations to meet the needs of the Association, especially in situations requiring immediate attention.

The Association will be involved when calendar recommendations are made to the Governing Board. The recommendations will include the first day for students, all recesses, and holidays in accordance with Board policy.

The president of the KESPA/designee may be involved in the budget development process. The cost of such participation will be shared equally by the KESPA and the District. The KESPA may choose to use Association business days for this purpose under the conditions previously described.

CROSS REFERENCE: Insurance

AUTHORIZED COMPENSATORY ABSENCES (ACA)

Kyrene School District

Authorized Compensatory Absences are earned by employees whose minimum work week is twenty (20) hours. ACA accrues at the hourly rate of .0577

Authorized Compensatory Absences (ACA) is earned and credited to the employee on a per pay period basis. Accruals will be based on actual paid time, not to exceed contracted FTE. ACA may not be used until the employee has worked at least one day of the school year.

These absences may be used for illness, illness of a family member, religious observances, or for authorized personal reasons. An authorized personal reason is defined as personal business that cannot be conducted outside of the normal working hours of the employee (example - court, marriage, funeral, medical appointments, emergencies, etc.). Personal business may not be used for continuing commitments such as student teaching, coursework, etc. ACA may be used during an alternative workweek in which a holiday occurs to make up the two-hour difference between the standard eight-hour holiday and the scheduled ten-hour workday. Also, Authorized Compensatory Absences are not to be used for other gainful employment outside the District or recreational purposes. Misuse of Authorized compensatory Absence days may result in disciplinary action and/or loss of pay for the day(s).

These absences may not be used the first, second, and final week of the school year or the school day prior to or following a holiday for school-based employees and District staff that provide direct services to students. Exceptions will be made when specified as absence due to illness or for an appointment not under the control of the employee. The exceptions for appointments must be requested on the Request for Use of Restricted ACA form prior to use, having the approval of the Supervisor, and may require documentation. Once an exception has been approved the Request for Use of Restricted ACA form is to be submitted to the Human Resource Office.

Allocated days per year will be allowed for Authorized Compensatory Absences with the unused portion to be accumulated indefinitely but with limitations as provided in this document.

If the employee has prior knowledge that there will be an absence for the above reasons, the employee is required to submit a request through iVisions (and Subfinder if they are a school based employee) for supervisor approval before the absence takes place. An employee may track their ACA, Comp Time and Vacation time balances through iVisions.

CROSS REFERENCE: *Disability*
 Intent to Terminate
 Jury Duty
 Leaves
 Part-time Hourly
 Work Day/Work Week/Alternative Work Schedule

Verification of Need for Authorized Compensatory Absences

Verification is needed:

- in any absence where there may be evidence of misuse. The Board or its designee may require an explanation and/or verification.
- in absences of five (5) consecutive school days or longer. The Governing Board or its designee may require appropriate verification.
- 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 Authorized Compensatory Absence time or the employee's ability to return to work. In such cases, the District will bear the cost of the physical examination. The response from the physician will be in writing.

First Year Employee Bereavement Absences

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 the bereavement, as may be needed during the remainder of the year.

*“Immediate family” for this section only: 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

Recovery of Unused Compensatory Absences:

Cash-Out of ACA Benefits Upon Termination/Retirement

1. For employees working within the District during the 2004-2005 school year and continuing in employment in the 2005-2006 school year, upon severance, whether by resignation, dismissal, retirement, or death, they shall receive remuneration for each day of accrued Authorized Compensatory Absences (ACA) on the following basis:

- Must have completed eight (8) years of continuous service to be eligible for sixty-five (65) percent of the entry rate of the level attained at the time of severance. The amount of reimbursement will be capped consistent with the highest given to certificated employees.

2. 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 on the following basis:

- Must have completed eight (8) years of continuous service to be eligible for sixty-five (65) percent of the entry rate of the level attained at the time of severance. The amount of reimbursement will be capped consistent with the highest given to certificated employees.

3. The maximum accrued Authorized Compensatory Absences (ACA) allowable for payment shall be:

- ◇ Employees hired for the first time in the District in FY 1983 and after, maximum of 100 days
- ◇ Employees hired between FY 1980 and FY 1982, maximum of 125 days
- ◇ Employees hired between FY 1978 and FY 1979, maximum of 150 days

4. Notification of an intent to retire/terminate is requested to be submitted to the Human Resources Department no later than February 15 of the contract year preceding the planned date of retirement/termination in order to facilitate budget provisions. If notice is received after this date, payment may be delayed until the beginning of the next fiscal year following termination. In the event of a permanent disability that prevents further employment or death, the benefits will be paid to the person or his/her estate.

Cash-Out of ACA Benefits Prior to Retirement with ASRS

1. Employees who have accumulated Authorized Compensatory Absence days in excess of twenty-four (24) days/192 hours and who intend to retire from the District two (2) years hence, may forfeit all Authorized Compensatory hours earned during the final two (2) years of employment. Please note that payment for these days will be considered as a lump sum payment by ASRS.

- The salary amount for the last 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 two (2) years will be paid at the entry rate of the employee's classification level.

The following conditions apply:

- Employees must submit notice of intent to retire to the Superintendent two (2) years hence, no later than February 15 of the contract year preceding the start of the two (2) year period.
- Employees must retire after the end of the two (2) year period. This action may not be rescinded.

2. Employees who have accumulated authorized compensatory absence days in excess of twelve (12) days/96 hours and who intend to retire from the District one (1) year hence, may forfeit all authorized compensatory hours earned during the final one (1) year of employment. Please note that payment for these days will be considered as a lump sum payment by ASRS.

- The salary amount for the last one (1) year will reflect payment for the number of days/hours of authorized compensatory absences forfeited during this one (1) year period. The number of authorized days allocated for the one (1) year period will be paid at the entry rate of the employee's classification level.

The following conditions apply:

- Employees must submit notice of intent to retire to the Superintendent one (1) year hence, no later than February 15 of the contract year preceding the start of the one (1) year period.
- Employees must retire after the end of the one (1) year period. This action may not be rescinded

Employee Leave Bank

Employees who have been employed for one year are eligible to participate in the employee leave bank. See Addendum 2.

Kyrene School District

KYRENE EMPLOYEE BENEFIT TRUST

The Governing Board will provide benefits for its employees through the KEBT. These benefits are subject to changing statutory requirements and changes by the KEBT. A representative group of employees will be consulted, when possible, on any contemplated change of benefits. All employees will be notified through existing communication channels of any change.

UNEMPLOYMENT COMPENSATION

The Board will provide unemployment compensation to eligible employees. This program is administered through the Department of Economic Security, State of Arizona.

*CROSS REFERENCE: Part-time hourly
Workers Compensation Benefits*

CHANGE OF POSITION

Kyrene School District

CHANGE OF POSITION

Human Resource Services shall post notices on the Kyrene School District website when any District job opening occurs. Positions will be advertised for a minimum of five (5) working days. Positions that are less than 10 hours a week are not required to be posted.

Employees who wish to be considered for other employment within the District shall submit an on-line application through the Kyrene School District website. If granted an interview, employees shall notify their supervisor.

The District will seek the most qualified personnel for each opening from both internal and external applicants.

Change of Position to a Higher Classification Level

1. The employee will receive a salary which represents an increased level of pay.
2. Human Resource Services may recommend an additional salary increase based upon experience and/or education directly applicable to the new position.
3. The employee has served at least six (6) months in his/her present position. An exception may be made upon recommendation by the Superintendent/designee.

Change of Position to Lower Classification Level

All related experience and/or education will be considered by Human Resource Services in determining the employee's salary.

Involuntary Change of Position to Lower Classification Level as a Result of Position Elimination

Employee's salary may be held harmless for a determined period of time not to exceed twelve (12) months.

Credit for Years of Service

When an employee, who works twenty (20) hours a week or more and whose work calendar is less than twelve (12) months, has attained a twelve (12) month position of twenty (20) hours or more a week, that person shall receive credit for all years of service in the District in determining allowable vacation. The first vacation amount will be prorated from the starting date of that employee's twelve (12) month position through June 30 at the appropriate accrual rate based upon number of years of continuous service.

CROSS REFERENCE: *Vacation*

COMPENSATORY/FLEX TIME

Kyrene School District

In case of emergency or other unusual circumstances, an employee may be permitted to exceed his/her established schedule. Any hours worked by a non-exempt employee in excess of forty (40) hours per week requires either compensatory time or overtime compensation. An employee who is authorized to work in excess of forty (40) hours (excluding holiday, vacation, ACA, etc.) will be compensated as compensatory time at the rate of time-and-a-half when previously approved by the employee's supervisor.

An employee who is authorized to work in excess of their established work schedule, but less than forty (40) hours, will be compensated as flex time at their straight-time rate.

The following rules apply to granting of compensatory/flex time:

- Prior administrative or supervisory approval must be obtained.
- No more than five (5) days of compensatory/flex time may be accumulated and/or granted within each ninety (90) calendar day period.
- When possible, compensatory/flex time shall be taken within four (4) weeks in which the additional hours were worked.
- Exceptions to the above can only be made by the concurrence of the supervisor and the Assistant Superintendent of Human Resources.
- Compensatory/flex time must be earned before used.
- Employees shall accurately report all hours worked on their time record.

CONFIDENTIALITY OF PERSONAL INFORMATION/ PERSONNEL FILES

Kyrene School District

Personal information concerning an employee's residence, phone number, and address shall not be given out without the employee's consent. If a parent or other person requests such information, the offer will be made to take the caller's phone number. The employee will be notified of the call.

A District directory is available to administrators and Board Members in the District for District administrative use only.

Employees'/students' phone numbers and addresses shall not be used for the personal or financial gain of the employee.

Personnel files are established, initiated, and controlled by the Human Resources Department for the purpose of maintaining a record of the qualifications and performance of employees.

Material originating within the District and which concerns an employee's conduct, service, or personality will not be placed in an employee's personnel file unless the employee has had an opportunity to read the material. The employee will acknowledge reading such material by affixing a signature on the document to be filed and will 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 administrator will prepare a signed statement to this effect on the document.

The employee will have the right to respond within ten (10) working days to those items specifically addressed within the materials placed in the personnel file. The response will be submitted to the individual's immediate administrative supervisor, read by the assistant superintendent, and attached to the file document. The response may be accepted only if the contents are directly relevant to the contents of the material in question.

All references obtained on the basis of confidentiality for the purpose of initial employment or promotion, originating either outside the District or within the District, will not be subject to this agreement and, therefore, will 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.

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 will be affixed to each document.

All materials, except references, placed in the District employee personnel files and originating within the District will be available for inspection by the employee and administration. An employee may review his personnel file by making a written request to the Human Resources Department. The review shall be arranged within twenty-four (24) hours following receipt of the request. The Human Resources Department will schedule a time for the inspection and will make arrangements for a staff member to be present when the inspection takes place.

EARLY RETIREMENT INCENTIVE PROGRAM

Kyrene School District

The Early Retirement Incentive Program was discontinued effective June 30, 2005. A committee including representatives from all three employee groups continues to develop an alternative, fiscally responsible proposal to the Early Retirement Incentive Program. Given the district has limited funds, it is understood that board approval of any such proposal is contingent upon the availability of adequate funding.

EMPLOYEE TYPES

Kyrene School District

Full Time Employment describes a permanent position that consists of a 40-hour workweek tied to a work calendar, which states the number of workdays in the fiscal year.

Part Time Employment describes a permanent position that consists of less than 40 hours per week tied to a work calendar, which states the number of workdays in the fiscal year.

The following benefits are available to full time and part time employees and are prorated according to the number of hours per week worked. See the appropriate page for details.

- Authorized Compensatory Absence/Sick Leave
- Vacation
- Holidays
- Professional Growth

For health insurance benefits eligibility only, full-time is defined as 30 hours or more per week.

- Medical/Life Insurance/Dental/Vision/Short-Term Disability

At-Will/Temporary/Substitute Employment describes positions where an individual is employed to complete a specific task for a determined length of time.

At-Will/Temporary/Substitute Employees receive no benefits.

Kyrene School District

The grievance procedure provides for the prompt and equitable adjustment of differences. Each employee shall be assured the opportunity for an orderly presentation and review of grievances. No employee shall suffer reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance.

Article I - Definitions

Section 1: A “grievance” shall mean a claim by a grievant that a dispute or disagreement exists involving interpretation or application of the terms of this Agreement.

Section 2: The “grievant” is the employee, or group of employees, or the Kyrene Education Support Professional Association asserting a grievance.

Section 3: The “respondent” is the supervisor or other appropriate administrator to whom the grievance is addressed.

Section 4: A “grievance representative” may be any person chosen to accompany or represent the grievant at any level of the grievance procedure. The grievance representative shall be an employee of the District, except at the review panel or the Board level, where the grievance representative may be other than an employee. If the grievant chooses a representative other than an employee at the review panel or the Board level, the choice must be approved by the review panel or the Board, whichever is appropriate. In no case shall the representative be legal counsel.

Section 5: The term “days” when used in this procedure shall mean workdays where employees are in attendance.

Section 6: The term “organizational level administrator” when used in this procedure shall mean the immediate supervisor of the employee filing the grievance.

Section 7: The term “next organizational level administrator” when used in this procedure shall mean the administrator at the next appellate level.

Article II - Purpose

Section 1: Good morale is maintained as problems arise, by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. With the ultimate goals of servicing the educational welfare of children, the grievance procedure provides for the prompt and equitable adjustment of difference. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate to any level of the procedure.

Section 2: Nothing contained herein shall be construed as limiting the right of the grievant to discuss the matter informally with any appropriate member of the administration and having the problem resolved.

Article III - General Procedures

Section 1: Grievances should be resolved as quickly as possible. Time limits for each step of the procedures may be extended by mutual consent of the parties.

Section 2: If a petition for the resolution of a grievance is filed within thirty (30) days of the end of the employee's work calendar, the parties may agree to a reduction in the specified time limits in order that the resolution be completed prior to the last day of the employee's work calendar.

Section 3: Sites for discussions shall be within the District at neutral locations agreeable to both parties.

Article IV - General Provisions

Section 1: All communications by grievant and respondent shall be in writing at each level of the proceedings with the exception of the "informal procedure." Failure at any step in this procedure to respond to the grievance in writing within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step, and there shall be no further right of appeal via the grievance procedure.

Section 2: All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Section 3: A grievance file of all proceedings held under the terms of this Agreement shall be kept in the Human Resources Department.

Section 4: Forms for the initiating and processing of grievances shall be jointly designed and approved by the District and the Kyrene Education Support Professional Association. The forms shall be printed by the District and made available at each school or office site through office personnel.

Section 5: If a grievance representative will be present, the other party shall be notified in writing five (5) days prior to the meeting or hearing.

Section 6: The Board and the administration shall cooperate with the Kyrene Education Support Professional Association in its investigation of any grievance. Any information relating to the grievant shall not be furnished unless the employee agrees in writing on the grievance form to the release of data, which shall be specified.

Article V - Initiation and Processing of the Grievance

Section 1: Informal Procedure: Employees may, alone or accompanied by a grievance representative, discuss the grievance with the principal or appropriate administrator or supervisor, in an effort to resolve the problem informally.

Section 2: Formal Procedure:

Level One - School Principal or Appropriate Administrator

1. When informal procedures fail to resolve the grievance, the employee may file, within ten (10) days of receipt of the informal decision, a written request for formal resolution. A Level One grievance form shall be directed to the supervisor/administrator or other appropriate respondent. Information on the grievance form shall state the grievance in specific terms and indicate how the grievance will be substantiated.
2. A meeting between the employee and his/her supervisor wherein the written grievance is reviewed and an attempt is made to resolve the dispute shall be conducted within five (5) working days after the supervisor has received the written grievance. The supervisor shall review the employee's written grievance and personally discuss the matter with the employee.
3. In the event an amicable resolution is possible, this should be noted on the grievance form and the grievance dismissed.
4. In the event the supervisor and the employee are unable to agree on a resolution, the supervisor shall notify the employee on the grievance form of his recommendation and disposition of the action as soon as possible after the meeting, and in no event later than five (5) working days.

Level Two

1. The employee shall have five (5) working days after receipt of the written notification of the supervisor's disposition in which to file a written appeal with the next organizational level administrator.
2. The organizational administrator shall, within five (5) working days of receipt of the written appeal, meet personally with the employee and review the written grievance form and take such additional documentation and/or informal testimony as appropriate to obtain all facts necessary to resolve the dispute.
3. The organizational administrator shall then notify the employee, in writing, of his/her disposition of the grievance within three (3) working days after the employee and the organizational administrator have reviewed the matter together.

Level Three - Review Panel

1. If the grievance is not satisfied with the decision concerning a grievance at Level Two, the grievant may, within five (5) days after the decision is rendered, request in writing to the Assistant Superintendent of Human Resources that a grievance be submitted to a Review Panel or directly to the Superintendent.
2. The Superintendent or designee and the grievant will each select a resident of the District. These two persons will select a third resident of the District to serve on the panel. The selection of the Review Panel shall be completed within ten (10) days of the request for the hearing.
3. The hearing shall take place within ten (10) days after the formation of the Review Panel.
4. If the grievant requests in writing, the District shall provide each member of the Review Panel with a copy of the grievance file.
5. The purpose of the Review Panel hearing is to review and evaluate events which have occurred or actions which have been taken concerning the grievance at Levels One and Two, and to hear all evidence and testimonies.
6. All persons present at any of the meetings provided for in Levels One and Two shall be present at the Review Panel hearing.
7. The Review Panel shall meet in closed session, unless the grievant requests otherwise, immediately following a hearing to evaluate the evidence and arrive at a decision.
8. The Review Panel shall, within five (5) days, prepare a written report and send it to the District for inclusion in the grievance file. Copies shall be forwarded by the District to the grievant.

Guidelines for Review Panel Hearing

1. All deliberations of the Review Panel shall be held only when all members are present.
2. The time and place of the hearing shall be designated by the Review Panel.
3. A tape recording shall be made of the hearing for the exclusive use of the panel in reaching its decision. At the conclusion of the Review Panel's deliberations, the Review Panel shall destroy the tape recording.
4. The Review Panel shall be charged with the security of the tape recordings and of all written material submitted to the Review Panel while the hearing is taking place. At the close of the hearing and deliberations, written evidence and the Review Panel's report shall be placed in the grievance file in the District.
5. All persons presenting material shall be subject to questioning by the members of the Review Panel. Any new written material presented to the Review Panel at the hearing shall be made available to all parties present.

HOLIDAYS

Kyrene School District

Employees who are employed for a minimum of twenty (20) hours per week shall earn holidays. The employees will be paid for the holidays that fall within their work calendar.

There will be at least ten (10) paid holidays for twelve (12) month employees. The specific holidays will be set each year by the Board when establishing the school calendar.

Employees who work a 260-day assignment are paid for the winter and spring breaks. These employees need not report to work on these days unless directed to do so by their immediate supervisor. Employees in maintenance, custodial, payroll, and technology areas should expect to work up to five (5) days during the break periods.

Any employees who are directed to work by their supervisor during these break periods will be paid holiday pay plus their regular rate of pay for each hour worked, or flex hours at straight pay. Although the payment option is determined by the supervisor, whenever possible the employee's preference will be taken into consideration.

<i>CROSS REFERENCE: Part-time Hourly</i>

Kyrene School District

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, not 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 deducted 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.

The KESPA 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 Kyrene Employees' Benefit Trust (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.

KEBT – Continuation of District Insurance Plans (COBRA)

- Retirees can choose to elect COBRA through Kyrene for 18 months. When their COBRA election expires, or if they did not elect the COBRA continuation, they may go on the State plan or an individual insurance plan.
- Widows, widowers, divorced spouses, and spouses of Medicare eligible employees who become ineligible for coverage will be allowed to continue coverage for themselves and their dependents as outlined in the federal guidelines for COBRA continuation.
- Conversion or portability of Voluntary Life/Life Insurance may be requested at termination of employment.
- Terminated employees may continue coverage for themselves and their dependents for eighteen (18) months unless they become covered by another group insurance plan or become entitled to Medicare benefits.
- The individual will be required to pay the full group rate, plus an additional 2 percent to cover administrative costs.

Life Insurance

Basic life insurance will be provided to all benefits eligible employees regardless of a waiver or election of a KEBT medical plan.

*CROSS REFERENCE: Association
Intent to Terminate*

JURY DUTY/SUBPOENA

Kyrene School District

Jury Duty

Jury duty absence for full-time and part-time employees is allowed with regular pay less jury pay without any deduction of Authorized Compensatory Absences. Verification of jury duty must be submitted with time logs. Exempt employees must submit verification with absence request form. Please see the jury duty FAQs on the HR web site for complete procedural information.

Subpoena

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 time log. Exempt employees must submit verification with absence request form.

CROSS REFERENCE: Authorized Compensatory Absences

Kyrene School District

Employees may request the following leaves:

- Personal Leave
- Annual Non-Compensable Leave
- FMLA
- General Medical Leave
- Military Leave
- State or National Office

Non-compensable leave, which qualifies under FMLA, will be charged to FMLA for all eligible employees. The employee should contact Human Resources/Employee Relations to arrange 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.

- All rights of retirement, accrued absences, and other benefits provided by law shall be preserved and available to the employee.
- Upon reinstatement, the employee shall receive compensation that reflects the same salary they previously had prior to taking leave. Upon reinstatement to a position at a different classification level, experience and education related to the position will be considered when the Human Resources Department sets salary.
- Except as otherwise provided in law or policy, an employee cannot be guaranteed the same salary or assignment as prior to the leave.

Non-Compensable Leaves

During the leave, medical insurance benefits in effect immediately prior to the leave shall be allowed to continue under the Cobra guidelines should the employee choose to pay for such insurance based upon the duration of the requested leave.

- Personal Leave – In hardship situations, short term leave for less than one year, may be granted upon approval of the principal/supervisor and Superintendent/designee, if its being granted would not notably disrupt the continuity of the instructional program. Requests are to be submitted to the Assistant Superintendent of Human Resources for approval.

CROSS REFERENCE: Authorized Compensatory Absences

- Annual Non-Compensable Leave – Annual Non-compensable leave for a period of time not to exceed one (1) year may only be granted by the Board. Employees must be employed by the District for a minimum of one year to qualify. Such leave requests shall be considered contingent upon the best interests of the District. Non-compensable leaves may be requested for the following:

- Recovery from or treatment of personal illness or injury (verification from health care provider required).
- Caring for a child in the first year of life or first year of adoption or another member of the employee's immediate family* as defined on page 8.
- Further educational study for the purpose of obtaining a certification or degree (documentation required).

1. Written requests to the Board for annual non-compensable leave must be received by Human Resources no later than February 15 of the year prior to the leave.

Extension to February 15 notification deadline will be granted only in extraordinary circumstances and may be considered only upon submission of a written request which must be received in Human Resources no later than February 15.

2. Written notification to the Board of the employee's intent to return or not to return the year following a leave must be received by the Human Resources Department no later than January 15 of the leave year. Requests for an additional annual non-compensable leave of absence will be considered for extraordinary circumstances.

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 Human Resources Department no later than the first day after winter break.

- 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.
- 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 shall use accrued compensatory absence credit during the general medical leave. Accrued Compensatory Absence days not yet earned may not be used during the general medical leave. 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.

- Accrued compensatory absences shall be used immediately prior to or following surgery or childbirth if a physician declares that the employee is disabled and unable to work*.
- The employee will complete necessary paperwork by contacting Human Resources/Employee Relations.
- The leave may begin at an earlier date if the individual becomes physically incapable of performing assigned duties*.
- 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*.
- In order for the employee to receive pay for any approved holiday within their work calendar, it is necessary for the employee to be in attendance or use a compensatory absence credit for one (1) day preceding and following the recess period or holiday.
- 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 shall bear the cost of the physical examination. The response from the physician shall be in writing.

- 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.)

- 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.

* Applies to planned surgery or childbirth and recovery.

PROFESSIONAL GROWTH PROGRAM

Kyrene School District

PURPOSE

The Kyrene School District Support Staff employees are provided an opportunity to participate in a professional growth program which offers incentive credits for salary compensation or reimbursement for tuition.

The purpose of the professional growth program is to:

- encourage personal growth and skill development
- motivate employees to continue to strive for high standards of performance
- attract and retain quality employees
- prepare employees for District positions identified by personal interest and District needs
- offer more effective service to the District

GUIDELINES

Eligibility: Employees must be employed by the Kyrene School District for at least one year from their start date, be assigned to a permanent position which is twenty (20) hours or more per week, and retain this status in order to receive any type of compensation. (Credits may be accumulated for the incentive program during an employee's first year of employment, but employees are not eligible to receive reimbursement or a salary increase during that time.)

1. Employees may not receive more than two thousand five hundred dollars (\$2,500) in reimbursement per person, per fiscal year.
2. Employees assigned to a thirty-five (35) hours or more per week position are eligible to be reimbursed for the full amount of their tuition.
3. Employees assigned to a position less than thirty-five hours (35), but at least twenty hours (20) are eligible for a prorated reimbursement according to their position's hours, i.e., an employee assigned to a twenty (20) hour position would receive 50% of their total tuition reimbursement; an employee assigned to a thirty (30) hour position would receive 75% of their total tuition reimbursement. Tuition reimbursement will be taxable income.

Budget: Funds will be set aside as course approval requests are received.

The budget available for reimbursements will be approved through the budget process for the current school year. The continuance of this program in the future will be based upon available budget. Half of the annual dollar amount will be available for disbursement between July and December and the other half between January and June. When the funds for reimbursement have been committed for each half of the fiscal year, further requests for either half of the fiscal year will be held in case previous approvals are not completed and funded.

GUIDELINES FOR CREDIT/COURSEWORK

Acceptable Credit/Coursework:

Acceptable credit will be such a nature that the work done in acquiring the credit will improve the employees' services to the District in:

1. Skills directly relating to primary responsibilities of current assignment and/or better knowledge and understanding of current position.
2. The liberal arts (i.e., psychology, anthropology, sociology, and the humanities), which will result in a better understanding of members as society and the human race.
3. The understanding and application of computers and technology as it relates to your current position and/or related career goals.
4. The completion of courses needed in order to achieve a degree, which relates to a career path within the District.

Credit/Coursework Not Allowed:

1. Credit will not be allowed for courses that are repeated.
2. No employee may receive both monetary compensation and credit for the same activity.
3. No credit shall be given for coursework completion on District work time or if paid in full or in part by the District.
4. Employees may not receive tuition reimbursement for courses that are paid for by grants or scholarships.
5. Credit will not be allowed for courses that did not receive prior approval. (for tuition reimbursement only.)

TYPE OF CREDIT/COURSEWORK ALLOWED

1. Non-District Courses (universities, colleges or other accredited or District recognized institutions/trade or professional schools)
 - All transcripts must show a minimum grade of "C" for coursework or "Pass" when offered as a Pass/Fail course. A minimum of nine (9) credit hours for every fifteen (15) credit hours must be graded classes.
 - Quarter-hour credits will be evaluated as equal to two-thirds (2/3) of one (1) semester hour credit.

2. Non-District courses (workshops, seminars, conferences, non-graded courses)

At least fifteen (15) contact hours are required for one credit. Approval of courses will be controlled by standards comparable to formal college/ university study. Course credit will be identified and pre-approved by the Director of Staffing, Recruitment & Employee Development by following the appropriate application procedures.

Upon conclusion of the course, a certificate of successful completion must be submitted to the Division of Human Resources within thirty (30) days. If a certificate is not issued, a signature from the instructor indicating successful completion of the course is required.

3. In-District Courses

One credit may be earned for completion of each nine (9) contact hours. Employees may accumulate contact hours to achieve credit hours. Course approvals are not needed for in-District courses.

4. On-line Courses

No more than six (6) semester hours for every fifteen (15) credit increments may be allowed for on-line credit from an accredited college or university. Exceptions may be requested based upon course availability and/or when special circumstances exist.

TYPES OF COMPENSATION

Employees may elect to receive two forms of compensation for Professional Growth, Incentive Credits or Tuition Reimbursement.

1. Incentive Credits For Salary Compensation

Step One. Course Approval Request – Employees may submit a course approval form to Human Resources to obtain prior approval for incentive credits. In the absence of prior approval, it is the employees’ responsibility to ensure that the course meets the guidelines for acceptable coursework.

Step Two. Notice of Intent - The Notice of Intent form to receive a salary increase must be on file in Human Resources no later than February 15 for salary increase in the following school year. This form is not necessary for the Tuition Reimbursement program.

Step Three. Completed Course(s) Reporting - The completed course(s) reporting form for a salary increase must include all 15 credits and must be forwarded to Human Resources no later than October 1 along with all transcripts and documentation

before the evaluation for credit will occur. Please note that courses that did not receive approval prior to completion will be evaluated at this time. Courses that do not meet the guidelines will not be accepted.

Notice of intent forms received after February 15 will be returned to the employee. It will be necessary for the employee to resubmit their intent to receive a salary increase according to the appropriate timelines. Carryover: Credits earned toward or above the fifteen (15) credits allowed per year may be carried over to the following school year.

Step Four. If coursework is approved for incentive credits and documentation is received by the October 1 deadline, Human Resources will prepare an amended Contract, which reflects the salary increase retroactive to the start date of employee's current Contract.

2. Tuition Reimbursement

Step One. Course Approval Request - Course Approval Request forms must be submitted to Human Resources in advance of course start date.

Exceptions will be considered when an approved course is dropped from the institution schedule, and it is necessary for an employee to select an alternative course.

Step Two. Completed Courses Reporting - The completed courses reporting form for Tuition Reimbursement must be forwarded to Human Resources within 30 (thirty) days of completion of the course along with all transcripts, documentation, and original paid receipts before the evaluation for tuition reimbursement will occur.

PROFESSIONAL GROWTH REVIEW COMMITTEE

Membership

1. The Committee shall be comprised of four (4) representatives from the following areas:
 - Two (2) representatives appointed by KESPA
 - Two (2) administrators appointed by the Superintendent
2. Appointments for representatives to serve on the Committee shall be received by Human Resources no later than July 1 of each year.

Functions

The Committee will hear appeals on employee requests regarding course approval denied as follows:

1. An employee appealing a decision must request, in writing, a hearing before the Committee.
2. The Professional Growth Appeals Committee will schedule a hearing at which time the employee will be given the opportunity to present arguments regarding his/her appeal. If no agreement is reached among a majority of the committee's members, the request for professional growth will be denied.
 - a. The Professional Growth Appeals Committee will send the decision in writing to the employee. The decision of the committee is final.
 - b. If the Committee unanimously determines the case merits further review, the case will be referred to the appropriate Assistant Superintendent or administrator for a final decision.

RECLASSIFICATION

Kyrene School District

The District will include classified employees input in reclassification decisions through a process determined by a liaison group comprised of members of the recognized classified employee association and District administration.

REEMPLOYMENT OF FORMER EMPLOYEES

Kyrene School District

Any employee who has resigned from the District and is seeking re-employment shall be considered a new applicant and will follow the prescribed hiring practices.

All Authorized Compensatory Absences and other benefits are lost when an employee resigns from the District. Persons no longer employed because of reduction in force or position elimination who are re-employed during the following school year, will return with all allowable benefits accrued at the time of termination, except when the employee has been paid for those benefits.

Depending on the job vacancy, the employee will have salary set as follows:

Upon reinstatement to the same or higher classification level in a subsequent year, the employee shall receive a salary that reflects the same salary they had prior to termination of employment or entry level salary, whichever is higher. Upon reinstatement to a position at a different classification level, past experience will be considered when the Human Resources Department sets salary.

Credit for setting salary will be allowed for experience gained inside the District. Credit for setting salary will be granted only if the employee returns to the District within one year of departure.

STAFF DEVELOPMENT

Kyrene School District

Employees shall be required to attend staff development training courses provided for them during the year as directed by their supervisor and arranged by the District administration. They will be paid at their regular rate.

It is necessary for supervisors to provide an opportunity for their employees to grow and develop within their positions. To that end, supervisors will encourage employees' participation in staff development days.

If State funding allows, funds shall be provided for staff development training.

Kyrene School District

Vacation time is accrued but is not credited during the first six (6) months of employment. An eligible employee, upon completion of six (6) months of employment, is eligible for accumulated vacation. If an employee terminates during the first six (6) months of employment, he/she is not eligible for accrued vacation time.

Twelve-month (12) employees who work twenty (20) hours or more per week for a continuous period of not less than six (6) months are eligible for prorated vacation benefits.

Twelve-month (12) employees, who are employed forty (40) hours per week shall accrue at an hourly rate based off of paid time not to exceed as follows:

Based on Years of
Continuous Service:

1st - 3rd year	Ten (10) days vacation per year
4th - 9th year	Fifteen (15) days vacation per year
10th year +	One (1) additional day each year not to exceed twenty (20) days maximum

Twelve-month employees, who work between twenty (20) and thirty-nine (39) hours per week, will receive prorated vacation accruals.

Employees should submit vacation requests through iVisions to their supervisor fifteen (15) days prior to use. The employee will also need to report his/her absence in the automated absence system, SubFinder and through the District approved system, iVisions. An employee may track their ACA, Comp Time and Vacation time balances through iVisions.

All employees are encouraged to use their vacation each year. Employees should use all vacation prior to severance of employment unless approved in writing by the Superintendent or designee. Any unused vacation available at the time of severance shall be paid to the employee at their hourly rate.

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.

*CROSS REFERENCE: Assignments
Intent to Terminate
Authorized Compensatory Absences*

WORK DAY/WORK WEEK/ ALTERNATIVE WORK SCHEDULE

Kyrene School District

Work Day

The standard workday for a regular work schedule is eight (8) hours per day excluding any meal period. Meal periods shall normally be thirty (30) uninterrupted minutes in length and is not considered part of the workday. Breaks may be available but are not mandatory and cannot be combined with the meal period to extend its length. Special or split shifts may be arranged when needed, provided the total number of hours worked by an employee does not exceed forty (40) hours per week.

The thirty (30) minute meal break is not a part of the workday.

<u># HOURS/DAY</u>	<u># BREAKS</u>	<u>#MEAL PERIOD</u>
0 to less than 4	0	0
4 to less than 6	1 - 15 minutes	0
6 to less than 8	1 - 15 minutes	1 - 30 minutes
8	2 - 15 minutes	1 - 30 minutes

Work Week

The work schedule will not exceed forty (40) hours per week. A workweek is defined by the number of hours that the employee is normally scheduled to work.

Alternative Work Schedule

Employees may be given the option of working 4 ten-hour days by the superintendent/designee. Alternative work schedules are not entitlement. They are an employee privilege and a management tool. They are intended to benefit both the district and employees. Schedules may be disallowed, modified, or cancelled based on work demands, staff availability or perceived adverse impact related to such schedules. The opportunity to work an alternative workweek must be approved in advance by the employee's principal/director, who is ultimately responsible for decisions to continue or discontinue the alternative work schedule. This decision is nongrievable.

Daily flexible work hours may be scheduled within a 40-hour workweek. However, the superintendent or principal/director is responsible for setting any necessary core hour or flextime scheduling range requirements on a position.

Schedule Guidelines:

- Although an employee may be working an alternative work schedule, the workday will continue to be defined as an eight (8)-hour day. Therefore, all personnel rules and policies presume an eight-hour workday. ACA, bereavement leave, vacation, holidays, etc. are paid based on eight-hour days.
- Leave taken must correspond with an individual's regular scheduled hours. For example, if ACA leave occurs on a nine-hour day, then the employee will be charged for a nine-hour day. If ACA leave occurs on a ten-hour day, then the employee will be charged for a ten-hour day. Partial day absences will be prorated based upon the alternative work schedule workday.
- In the event of an extended leave of ten days or more, employees will revert back to a five, eight-hour day schedule and will take eight hours of sick leave for each day they are absent.
- When a holiday falls within an alternative workweek, the holiday is always an eight-hour day. Therefore, the employee must work thirty-two hours within that workweek. Employees may:
 - work an extra hour on two days that week
 - take two hours vacation time
 - take two hours comp/flex time
 - take two hours ACA
 - take two hours deductible time without pay
- At times employees may be required to work on their scheduled flex day to meet the needs of the district, at the discretion of the supervisor.
- All alternative work schedules should contain a thirty-minute lunch break when the workday is eight hours or more.

<p><i>CROSS REFERENCE: Authorized Compensatory Absences</i></p>

WORKERS' COMPENSATION

Kyrene School District

Please see the Workers' Compensation policies: EBBB, GBGD, and GBGD-R

CROSS REFERENCE: Authorized Compensatory Absences

GRIEVANCE FORM

CLASSIFIED EMPLOYEE GRIEVANCE FORM

Name of Grievant _____

Position _____

Date of Occurrence _____

Brief Description of Occurrence _____

Nature of Relief Requested by Grievant

Grievant's Signature

Date

ADDENDUM 1

SALARY/ SALARY DEDUCTIONS

Kyrene School District

Setting Salary for Employees New to the District

The Human Resources Department will set employee salaries and approve or disapprove all full-time compensated experience related to the position for which the employee has been hired. Approved experience shall be based upon 0-1, 2-3, and 4 or more years of related experience. A candidate may be awarded additional years of credit when vacancies occur in areas of identified critical need, not to exceed actual years of service. Employee salary shall be set and calculated based upon level and related experience as indicated on the following table:

Band	0-1 Years Experience	2-3 Years Experience	4+ Years Experience
A 1 0	9.70	9.85	10.00
A 1 1	11.00	11.15	11.30
A 1 2	12.30	12.45	12.60
A 1 3	13.60	13.75	13.90
B 2 1	14.50	14.70	14.90
B 2 2	15.95	16.15	16.35
B 2 3	17.35	17.55	17.75
B 3 1	18.15	18.40	18.65
B 3 2	19.60	19.85	20.10
C 4 1	20.55	20.85	21.15
C 4 2	22.05	22.35	22.65

An employee must be employed by the District at least fifty (50) percent of the entire work calendar as identified in his/her job description in order to receive a salary increase.

Salary Deductions

1. Credit union, annuity contracts, employee organization dues, insurance premiums, Kyrene Education Foundation and United Way donations may be withheld from salary earned when requested by the employee.
2. Requests for annuity participation may be made at any time during the year. Annuity participation will be continuous, subject to applicable Internal Revenue Services (IRS) regulations.
3. Employees desiring individual and/or dependent coverage on the District health benefits policy must initiate the coverage during open enrollment or at the start of employment.

**KYRENE SCHOOL DISTRICT
2009/2010 Support Staff Salary Schedule**

Cell	Band A10	Band A 11	Band A 12	Band A 13	Band B21	Band B 22	Band B23	Band B31	Band B32	Band C 41	Band C 42
1	9.70	11.00	12.30	13.60	14.50	15.95	17.35	18.15	19.60	20.55	22.05
2	9.85	11.15	12.45	13.75	14.70	16.15	17.55	18.40	19.85	20.85	22.35
3	10.00	11.30	12.60	13.90	14.90	16.35	17.75	18.65	20.10	21.15	22.65
4	10.15	11.45	12.75	14.05	15.10	16.55	17.95	18.90	20.35	21.45	22.95
5	10.30	11.60	12.90	14.20	15.30	16.75	18.15	19.15	20.60	21.75	23.25
6	10.45	11.75	13.05	14.35	15.50	16.95	18.35	19.40	20.85	22.05	23.55
7	10.60	11.90	13.20	14.50	15.70	17.15	18.55	19.65	21.10	22.35	23.85
8	10.75	12.05	13.35	14.65	15.90	17.35	18.75	19.90	21.35	22.65	24.15
9	10.90	12.20	13.50	14.80	16.10	17.55	18.95	20.15	21.60	22.95	24.45
10	11.05	12.35	13.65	14.95	16.30	17.75	19.15	20.40	21.85	23.25	24.75
11	11.20	12.50	13.80	15.10	16.50	17.95	19.35	20.65	22.10	23.55	25.05
12	11.35	12.65	13.95	15.25	16.70	18.15	19.55	20.90	22.35	23.85	25.35
13	11.50	12.80	14.10	15.40	16.90	18.35	19.75	21.15	22.60	24.15	25.65
14	11.65	12.95	14.25	15.55	17.10	18.55	19.95	21.40	22.85	24.45	25.95
15	11.80	13.10	14.40	15.70	17.30	18.75	20.15	21.65	23.10	24.75	26.25
16	11.95	13.25	14.55	15.85	17.50	18.95	20.35	21.90	23.35	25.05	26.55
17	12.10	13.40	14.70	16.00	17.70	19.15	20.55	22.15	23.60	25.35	26.85
18	12.25	13.55	14.85	16.15	17.90	19.35	20.75	22.40	23.85	25.65	27.15
19	12.40	13.70	15.00	16.30	18.10	19.55	20.95	22.65	24.10	25.95	27.45
20	12.55	13.85	15.15	16.45	18.30	19.75	21.15	22.90	24.35	26.25	27.75
21	12.70	14.00	15.30	16.60	18.50	19.95	21.35	23.15	24.60	26.55	28.05
22	12.85	14.15	15.45	16.75	18.70	20.15	21.55	23.40	24.85	26.85	28.35
23	13.00	14.30	15.60	16.90	18.90	20.35	21.75	23.65	25.10	27.15	28.65
24	13.15	14.45	15.75	17.05	19.10	20.55	21.95	23.90	25.35	27.45	28.95
25								24.15	25.60	27.75	29.25
26								24.40	25.85	28.05	29.55

New employees are placed depending on years of like experience as follows:

0+ years = Cell 1

2+ years = Cell 2

4+ years = Cell 3

Mid-Point is Bolded and Shaded

Avg. hourly	11.43	12.73	14.03	15.33	16.80	18.25	19.65	21.28	22.73	24.30	25.80
Step Inc.	0.15	0.15	0.15	0.15	0.20	0.20	0.20	0.25	0.25	0.30	0.30

ADDENDUM 2

EMPLOYEE LEAVE BANK

Kyrene School District

Employees who have been employed for one year are eligible to participate in the employee leave bank. At the employee's option, an ACA day may be used to contribute to an employee leave bank. This option must be exercised between July 1st and September 30th of that school year and will be irrevocable. Employee must have at least 48 ACA hours available at the time.

- a) Employees who wish to participate must contribute eight ACA leave hours to the employee leave bank once and on an as-needed basis as determined by the leave bank committee.
- b) The employee leave bank will be administered by an employee leave bank committee. The committee shall consist of five (5) employees appointed by the KESPA, who are leave bank members. Leave bank membership is not contingent upon KESPA membership.
- c) The leave bank committee will establish the guidelines and procedures for monitoring and granting leave bank hours.
- d) Only a leave bank member may apply for leave bank hours and only if he/she has exhausted his/her accumulated ACA hours (this includes ACA, vacation, compensatory time, etc.).
- e) Leave bank hours may only be used for personal or family illness as determined by the leave bank committee. (Note: Immediate family is as defined in Meet and Confer in the First Year Employee Bereavement Absences section).
- f) A leave bank member may be granted a maximum of 40 hours per request and may appeal to the committee for an additional 88 hours during the same school year. Additional hours may be granted to an employee during extreme and catastrophic circumstances. The leave bank committee will determine the number of hours granted in conjunction with information from the employee and the Kyrene School District Benefits department.
- g) A member must provide the leave bank committee with the data necessary to substantiate his/her need for additional leave hours.
- h) The leave bank committee will grant or deny all leave bank requests. All decisions are final.
- i) Unused leave bank hours shall be accumulated without limit and carried over into each consecutive year.

On an annual basis, the committee will review the balance of hours within the bank to determine the need for reassessment. The review will be completed by May 1st of each year.

ADDENDUM 3

HOLIDAY WORK HOUR CALCULATIONS

Kyrene School District

A holiday has a value of 1/5th of an employee's scheduled work week hours. For example, an employee who is scheduled to work 32 hours per week, the value of a holiday is 6.4 hours. An employee would need to adjust their remaining work hours that week in order to ensure that a total of 32 hours is recorded, including the holiday of 6.4 hours.

The chart below represents the value of a day and the number of hours to be worked during a week in which a holiday occurs. Use this information when completing time logs. For other FTEs not listed, divide weekly hours by 5.

FTE *	WEEKLY HOURS	DAILY VALUE	Number of Hours to be worked during the week in which a holiday occurs
1.00	40	8.0	32.0
0.98	39	7.8	31.2
0.95	38	7.6	30.4
0.93	37	7.4	29.6
0.90	36	7.2	28.8
0.88	35	7.0	28.0
0.85	34	6.8	27.2
0.83	33	6.6	26.4
0.80	32	6.4	25.6
0.78	31	6.2	24.8
0.75	30	6.0	24.0
0.73	29	5.8	23.2
0.70	28	5.6	22.4
0.68	27	5.4	21.6
0.65	26	5.2	20.8
0.63	25	5.0	20.0
0.60	24	4.8	19.2
0.58	23	4.6	18.4
0.55	22	4.4	17.6
0.53	21	4.2	16.8
0.50	20	4.0	16.0

*FTE (Full Time Equivalent) is the established figure shown on the NOA (Notice of Assignment).

ADDENDUM 4

MEDICAL ALLOWANCE BENEFIT

Kyrene School District

Employees who work 30 hours per week in regular, non-temporary positions and who elect a medical plan option through the Kyrene Employee Benefit Trust, will receive a medical allowance benefit equal to 100% of the cost of the Standard Option PPO plan for employee only coverage.

This document has been attached for the convenience of support staff and is not a part of the negotiated agreement.