

COMMITTEES

- The following committees will be continued and/or be formed to develop recommendations for presentation to the Liaison Committee:
 - Policy Committee
 - Benefits Committee
 - Including, but not limited to, the study of insurance premiums for employees with dual insurance coverage
 - Salary Committee
 - Healthy Life Styles Committee
 - Technology Implementation Committee
- The Liaison Committee will determine committee outcomes/goals.
- Committee membership will be comprised of the following voting members with ad-hoc members being invited to participate as needed:
 - Three teachers recommended by the PEA that represent various demographic groups of employees
 - Three classified employees recommended by the PCPA that represent various demographic groups of employees
 - Three administrators: elementary principal, secondary principal and Cabinet member

CONTRACT AND LICENSED EMPLOYEE HANDBOOK

- The direct link to the Licensed Employee Handbook on the District website shall be included in the text of the Licensed Teacher Contract.
- The Licensed Employee Handbook will be updated within sixty (60) days of the ratification of this agreement to reflect policy additions and changes.

CHANGE IN POLICY

The following policies have been changed or added to the Licensed Employee Handbook (see attachments):

- Personal Leave
- Emergency Leave (PTO)
- Teaching Hours and Teaching Loads (Professional Work Day)
- School Calendar
- Transfers
- Medical Insurance
- Benefits for Part-time Contracted Employees
- Grandfathered OPEB

_____ Date _____

Darryl Alder, President
Provo School District Board of Education

_____ Date _____

Maryann Bakke, President
Provo Education Association

_____ Date _____

Randy Merrill, Superintendent
Provo School District

6-2 Licensed Personal Leave

6-2-1 All Employee

- a. Personal leave will be granted and approved by the principal/supervisor for personal matters that cannot be resolved outside of the workday.
- b. A maximum of five (5) days of personal leave per year may be granted to any contracted employee. The days are not cumulative from year to year.
- c. Personal leave may be taken for any reason.
- d. Personal leave may not be taken on the following days without the permission of the District Director of Human Resources:
 - 1) The first or last week of the school year
 - 2) The day immediately preceding or following Christmas vacation
 - 3) High impact days such as the day of UVU or BYU graduation unless the employee is associated with graduation activities
 - 4) Teacher Quality Days (The District will make every effort not to schedule TO days and holidays back-to-back.)
- e. When an employee is absent from work because of personal leave, the average annually adjusted cost of the substitute will be deducted from the employee's pay. (Contact the Human Resources secretary for the current substitute rate.)
- f. Employees are encouraged to request personal leave at least forty-eight (48) hours in advance.
- g. Request for leave does not require the employee to state a reason for the leave.
- h. Personal leave beyond the allowable days or that falls into any of the categories described in Section 6-2-1-d, may be granted in unusual cases when approved by District Director of Human Resources. In such cases, full per diem will be deducted from the employee's salary. The full per diem deduction can be appealed to the District Director of Human Resources.
- i. Principal and/or program directors will identify critical workdays when personal leave will be discouraged and will post such days on the school/program calendar for presentation to the school board. Calendars will be available to the employees prior to the first day of school.

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6-3 Paid Time Off (PTO)

6-3-1 Contracted Employees

- a. A maximum of five (5) days of Paid Time Off (PTO) may be granted to any contracted employee. Reasons for PTO shall be submitted to the immediate supervisor on the *Contracted Employee Leave Request Form*. PTO is not cumulative, and is granted for the following reasons *only*:
 - 1) Death or funeral
 - 2) Marriage
 - 3) Birth of an employee's child - spouse
 - 4) Illness of a family member
 - 6) Threat to home or family from a natural disaster
 - 7) Community Service
 - 8) Departure to or arrival from an extended absence of an immediate family member
- b. When a contracted employee is absent from work because of PTO, he/she will be paid in full during the time of absence.
- c. In unique or extenuating circumstances, contracted employees may appeal to the principal and then to the Director of Human Resources for an adjustment in the number of PTO days.

6-3-2 The PTO policy will be evaluated during the 2008-09 school year. Data generated by the PTO policy will be collected during the 2008-09 school year for analysis and evaluation during the 2009-10 negotiation period. Topics to be considered during the 2009-10 negotiation period will include, but are not limited to:

- a. Accumulation of PTO days including a starting date for such accumulation
- b. The number of PTO days

6-3-3 Hourly Employees

PTO leave is not granted to hourly, non-contracted employees

6-3-4 For information regarding FMLA, refer to Section 6-7

6-4 Adoption of a Child

A maximum of ten (10) days leave will be granted to each adoptive parent.

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7-1 Medical Insurance

7-1-1 Contracted Employees

- a. Contracted Licensed Employees qualify for medical insurance benefits.
- b. Employees are required to pay twenty percent (20%) of the insurance premium.
- c. Contracted employees are insured as of the first day of the new insurance contract period (generally September 1) or on the first day of employment if hired after the beginning of the insurance period.
- d. Qualified employees are continuously insured through the term of the contract.
- e. Insurance coverage ends on the date the contract is terminated except in cases where an employee has completed the contract year. In such cases, insurance coverage will be in effect through August 31 of the current contract year. Insurance coverage for year-round employees begins August 1 and ends July 31 of the following year.
- f. The District will fund the total cost of \$24,420 of term life/accidental death & dismemberment insurance for contracted employees. Eligible employees may pay the additional premium to extend the coverage to \$250,000.00 in \$10,000 increments. The cost of additional insurance is age-based.
- g. Changes in insurance coverage must be completed each year during the open enrollment period, which begins August 1 and end the third Friday in August.
- h. Additional benefit information is available in the Personnel Information Section at www.provo.edu.

7-1-2 Part-time Contracted Employees

- a. The District will provide medical coverage for contracted teachers who are equal to or greater than 0.5 FTE. The District's participation will be equal to the FTE equivalence (i.e. The District will cover 60% of the cost of the coverage if the employee is contracted at a 0.6 FTE. The employee would be then responsible for the their portion of the premium participation).
- b. The decision to participate in this benefit must be made during the open enrollment period.

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7-8-2 Career Grandfather Benefit Plan

- a. This plan is for contracted employees who, as of 9-1-07, have been employed by PSD for at least twenty (20) years and who have worked at least twelve (12) of these years in a contracted position.

This benefit includes:

- 1) A five (5) year retirement stipend
 - a) The stipend is calculated by subtracting the salary paid at Step 1 Lane 5 (MS1) on the 181-day Licensed Salary Schedule from the retiree's most recent annual base contract salary (AC) multiplied by 54%. The base contract does not include TO days, stipends, or other pay. The stipend is paid annually with no cost of living increase.
 - b) The stipend is paid annually for five (5) years with no cost of living adjustment.
 - c) Formula: (Current Annual Contract - Current Lane Step 1) x 54%.
 - 2) Eight (8) years fixed medical stipend
 - a) The *fixed* annual stipend is \$5,256 (\$438/month) for eight (8) years.
 - b) The amount is paid annually for eight (8) years.
 - c) Retirees who wish to purchase medical health coverage through the District during this period must enroll for coverage during the annual "Open Enrollment" period held each August.
 - d) Retirees must pay their portion of the premium on or before due dates. If the employee allows the insurance to lapse or if the insurance is cancelled due to non-payment, the employee forfeits future eligibility to purchase the insurance.
 - e) Once the eight-year medical benefit has expired, retirees may not purchase insurance through the PSD group policy.
- b. Employees who qualify for this benefit are defaulted to the *Grandfathered Salary Schedule*.

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