

401 ANNUAL/PERSONAL LEAVE

Employees accrue annual/personal leave, which may be used or cashed in, with leave cash in to be in accordance with Article 401.8.

Employees shall use compensatory time, annual leave, or unpaid leave in that order, for any leave requested with the exception of Winter and Spring breaks as identified on the school calendar. During Winter and Spring breaks the following shall apply:

1. Compensatory time, if available, must be used first; then,
2. Employees have the option of using paid or unpaid leave.

Twelve-month employees must use one-third of earned leave per calendar year.

401.1 Annual/Personal Leave Accrual

Employees shall accrue leave only when in paid status. Paid status shall be defined as at work or on approved paid leave. Leave accrued while an employee is in paid leave status, however, shall be canceled if the employee terminates employment or fails to resume active duty upon completion of the authorized leave, except in serious emergency circumstances which have been approved by the Chief Human Resources Officer. Employees shall not accrue leave while in unpaid leave status.

401.2 Annual/Personal Leave Accrual Schedule

The following leave accrual is calculated on full years of continuous service.

Up to three (3) years	Number of paid hours in a pay period x .08077
After three (3) years	Number of paid hours in a pay period x .10385
After five (5) years	Number of paid hours in a pay period x .12693
After eight (8) years	Number of paid hours in a pay period x .13846

401.3 Annual/Personal Leave Accrual for Initial Probationary Employees

New employees become eligible for taking annual/personal leave upon completing their probationary period. ~~75 probationary workdays of District employment.~~ During the 75 probationary period ~~workdays~~ new employees shall accrue leave in accordance with Section 401.2, but may not take leave with the exception of personal illness and those days designated as Winter and Spring break days on the school calendar for school-based employees or July 4th closure for ~~12-month~~ 12-month employees. New employees may not use wellness leave during the 75 probationary period ~~workdays~~.

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401.4 Annual/Personal Leave Maximum Accrual

Unused annual leave may be carried over from one calendar year to the next provided that in no case shall the amount carried over exceed 320 hours. Accumulation over 320 hours at the end of the last payroll period in May of each calendar year shall be automatically cashed out within thirty (30) calendar days.

401.5 Annual/Personal Leave Usage

Annual/personal leave may be used for employee or family illness (family as defined by FMLA), personal needs, or vacation. Personal needs and vacation times shall be mutually agreed upon by the District and the employee at such time as will least interfere with the functions of the District, but which accommodates the desires of the employee to the greatest degree feasible.

401.6 Annual/Personal Leave for Illness

401.6.1 Annual/Personal Leave Principal/Supervisor Notification

Except for circumstances beyond the control of the employee, all employees must notify the school principal, supervisor or designee of illness within the first half-hour of the scheduled day of work. Employees failing to do so will be subject to a loss of pay for the involved day.

401.6.2 Annual/Personal Leave Physician's Verification

The principal/supervisor may require that any absence for ~~more than~~ three (3) consecutive days or more due to illness be supported by a physician's statement that the employee was sick or injured and that the employee was incapacitated for work for that period of absence.

~~401.6.3 Annual Leave Abuse~~

~~An employee who misrepresents the actual reason for an absence due to illness shall be subject to disciplinary action but does not preclude the employee from using the Grievance Procedures.~~

401.7 Annual/Personal Leave Payment upon Termination

Upon termination, employees shall be paid in full for all accrued leave; however, accrued leave shall not be paid to employees who terminate or are terminated during the initial probationary period. In the event of the death of an employee, the employee's estate will be paid in full for accrued leave.

401.8 Annual/Personal Leave Cash In

Employees may cash in leave provided a minimum of one week's of leave remains in their leave balance. Requests for leave cash in are to be submitted in EmpCenter.

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401.9 Wellness Day

~~All Association members~~ Employees shall be granted one (1) day of wellness leave each school year, equal to the number of hours regularly worked, in addition to accrued leave as provided in 401.2. ~~Members~~ Employees are encouraged to use this day for annual check-ups and other personal/family wellness appointments. Wellness leave shall be scheduled by mutual agreement of the employee and the principal/supervisor. Such leave will all be utilized in one (1) day and shall not carry over beyond the end of the fiscal year. Wellness leave may not be used on the scheduled workday preceding a holiday or on the scheduled workday following a holiday.

401.10 Family Medical Leave

A copy of the Anchorage School District's ~~Family and Medical Leave Policy~~ Leave Rights and Responsibilities document, which complies with the Alaska Family ~~and~~ Medical Leave Act and the Family Medical Leave Act ~~of 1993~~ is available upon request from the Benefits Department. The Benefits Department will maintain the latest regulations and legal interpretations in regard to the law and provide current copies of such materials to the Association upon request. Additional information is available on the District's website, from the ~~District Leave Specialist~~ Benefits Department or by contacting the Association.

402 PROFESSIONAL LEAVE

402.1 Professional Leave for Official Meetings

Attendance at official District meetings shall be considered duty time when attendance has been approved in advance by the Superintendent or designee.

402.2 Professional Development Leave

Employees are encouraged to pursue professional development opportunities, such as conferences, seminars, or classes.

402.2.1 With supervisor approval, employees can use accrued leave for participation in professional development.

402.2.2 Professional Development Leave, in an amount not to exceed forty (40) hours per year, may also be available to TOTEM employees for professional development that is beneficial to the position, the District, and the employee. Employees requesting Professional Development leave must make the request at least thirty (30) days in advance of the desired date(s), and obtain prior approval from both the immediate supervisor and the Superintendent's designee. Professional Development leave shall only be available during the employee's

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normal workhours and cannot be approved if the use of Professional Development leave will result in the employee incurring overtime.

402.32 Military Leave

Temporary military leave (up to 16½ cumulative workdays in any one (1) calendar year) shall be granted when a written request by a military authority stating reasons why the leave is necessary and a leave request have been submitted to the Human Resources Department. Upon submission of proof of the amount of military pay received by the employee, the District will pay the employee the difference in the military pay and regular District pay for the day(s).

408 BEREAVEMENT LEAVE

In the event of a death in the employee’s immediate family (spouse, parent, child, past legal guardian, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, grandparent, any other relative deemed appropriate by the District), the employee shall be entitled to use up to five (5) days of their accrued leave. If the circumstances require out of state travel, the employee shall be entitled to use up to seven (7) days of their accrued leave. The leave must be taken within thirty (30) calendar days of the date of death. Exceptions to this timeframe must be approved by Labor Relations. The Association may seek bereavement leave donations for employees who do not have sufficient accrued leave to cover a period of Bereavement Leave.

411 LEAVE ABUSE

An employee who materially misrepresents the actual reason for leave shall be subject to disciplinary action up to and including termination, but does not preclude the employee from using the Grievance Procedures.

501 CLASSIFICATION PLAN

The job titles listed are indicative of the type of work performed by the employees in this bargaining unit. Ranges and job titles are for the purpose of establishing appropriate compensation.

<u>Range</u>	<u>Job Title</u>
Range 8	Customer Service Receptionist/Switchboard Library/Media Assistant – Elementary Nurse Assistant Senior Clerk Teacher Assistant Paraprofessional Educator Teacher Assistant Paraprofessional Educator, —NCLB Title I

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<u>Range</u>	<u>Job Title</u>
	Teacher Assistant <u>Paraprofessional Educator</u> , Bilingual/Bi-Literate
	Teacher Assistant <u>Paraprofessional Educator</u> , Kindergarten
	Teacher Assistant <u>Paraprofessional Educator</u> , Kindergarten, _____
	NCLB Title I
Range 9	Bibliographic Control Clerk I Distribution Clerk Distribution Clerk, /Science Center <u>Curricular Materials</u> Library/Media Assistant – Secondary
Range 10	<u>Classroom Tutor</u> Classroom Tutor, _____ NCLB Title I <u>Clerk, Translation Support</u> IEP Clerical Support Clerk Migrant Education Recruitment Clerk Secretary School Secretary, /Alternative School Secretary, /Elementary School Secretary, /High School School Secretary, /Middle School Teacher Assistant <u>Paraprofessional Educator</u> , Computer Lab, _____ NCLB Title I Teacher Assistant <u>Paraprofessional Educator</u> , Gifted Program Teacher Assistant <u>Paraprofessional Educator</u> , Preschool Teacher Assistant <u>Paraprofessional Educator</u> , Preschool, _____ NCLB Title I Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, ASL/English Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Behavior Support Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Behavior Support, _____ NCLB Title I Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Blind/Visually Impaired Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, OT/APE Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Psychology Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Resource Early Childhood & Elementary Teacher Assistant <u>Paraprofessional Educator</u> , Special Education, Resource Early Childhood & Elementary, _____ NCLB Title I

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<u>Range</u>	<u>Job Title</u>
	Teacher Assistant Paraprofessional Educator, Special Education Resources Preschool
	Teacher Assistant Paraprofessional Educator, Special Education Resources Preschool, Title I
	Teacher Assistant Paraprofessional Educator , Special Education, Resource Secondary
	Teacher Assistant Paraprofessional Educator , Special Education, Resource Secondary, NCLB Title I
	Teacher Assistant Paraprofessional Educator , Special Education, Special Programs Early Childhood & Elementary
	Teacher Assistant Paraprofessional Educator , Special Education, Special Programs Early Childhood & Elementary, NCLB Title I
	Teacher Assistant Paraprofessional Educator , Special Education, Special Programs Secondary
	Teacher Assistant Paraprofessional Educator , Special Education, Special Programs Secondary - NCLB Title I
	Teacher Assistant Paraprofessional Educator , Special Education, Speech
Range 11	English Language Learners (ELL) Tutor Brailist Financial Data Control Clerk Instructional Associate International Tutor Lead Distribution Clerk Migrant Ed Outreach Tutor Migrant Education Recruiter Project Liaison, Mentoring for Educational Success Transportation, CIT Youth Development Tutor
Range 12	Activities Clerk Bibliographic Control Clerk II Middle School Registrar Senior High Registrar Transportation, Scheduler
Range 13	Administrative Assistant Administrative Assistant, Activities Administrative Assistant, Alternative Administrative Assistant, Elementary Administrative Assistant, Financial Procurement

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- Range** **Job Title**
 Administrative Assistant, / High School
 Administrative Assistant, / Human Resources
 Administrative Assistant, / Middle School
 Bibliographic Control Clerk III
 Payroll Assistant
 Senior High Registrar
 TOTEM Labor Liaison

501.1 Reclassification

A District Reclassification Committee has been established to review any requests for reclassification. The Association President or designee will be invited to any meetings which concern the possible reclassification of TOTEM positions, and will be able to provide input on the Association's position relative to the reclassification request. A copy of the reclassification procedures will be provided to the Association upon request, or upon modification of the procedures by the District. Requests for reclassification may be brought forward in October or March.

502 WAGE SCHEDULE

Effective July 1, 2021 (2%) (Changes to steps A & B)

Jul-21																
RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	14.50	15.00	15.40	15.74	16.09	16.95	17.43	17.84	18.31	18.74	19.73	20.09	20.64	21.07	21.49	21.96
9	15.01	15.50	15.85	16.21	16.54	17.43	17.89	18.31	18.79	19.20	20.23	20.64	21.12	21.55	21.99	22.45
10	15.51	16.01	16.32	16.66	17.00	17.89	18.37	18.79	19.25	19.67	20.70	21.12	21.62	22.04	22.46	22.94
11	15.91	16.45	16.78	17.13	17.46	18.37	18.84	19.25	19.74	20.15	21.20	21.62	22.10	22.53	22.95	23.43
12	16.25	16.85	17.23	17.57	17.93	18.84	19.33	19.74	20.20	20.61	21.68	22.10	22.63	23.04	23.44	23.93
13	16.75	17.30	17.68	18.01	18.37	19.29	19.77	20.18	20.64	21.06	22.12	22.55	23.03	23.45	23.89	24.37

Effective July 1, 2022 (2%)

Jul-22																
RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	14.83	15.34	15.75	16.09	16.45	17.33	17.82	18.24	18.72	19.16	20.17	20.55	21.11	21.55	21.97	22.45
9	15.34	15.85	16.21	16.57	16.92	17.82	18.29	18.72	19.21	19.63	20.68	21.11	21.60	22.04	22.49	22.96
10	15.85	16.37	16.69	17.03	17.39	18.29	18.78	19.21	19.68	20.11	21.16	21.60	22.11	22.54	22.97	23.46
11	16.26	16.82	17.16	17.51	17.86	18.78	19.26	19.68	20.18	20.60	21.67	22.11	22.60	23.04	23.47	23.96
12	16.62	17.23	17.62	17.97	18.34	19.26	19.76	20.18	20.65	21.08	22.16	22.60	23.14	23.56	23.97	24.47
13	17.13	17.69	18.07	18.42	18.78	19.72	20.21	20.63	21.11	21.54	22.62	23.06	23.55	23.98	24.43	24.92

Effective July 1, 2023 (2%)

Jul-23																
RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	15.13	15.65	16.06	16.41	16.78	17.68	18.18	18.61	19.10	19.54	20.57	20.96	21.53	21.98	22.41	22.90
9	15.65	16.17	16.53	16.90	17.25	18.18	18.66	19.10	19.60	20.02	21.10	21.53	22.03	22.48	22.94	23.41
10	16.17	16.69	17.02	17.37	17.73	18.66	19.16	19.60	20.07	20.51	21.58	22.03	22.55	22.99	23.43	23.93
11	16.59	17.16	17.50	17.86	18.21	19.16	19.65	20.07	20.58	21.01	22.11	22.55	23.05	23.50	23.94	24.44
12	16.95	17.58	17.97	18.33	18.70	19.65	20.16	20.58	21.06	21.50	22.61	23.05	23.60	24.03	24.45	24.96
13	17.47	18.05	18.44	18.79	19.16	20.12	20.62	21.04	21.53	21.97	23.07	23.52	24.02	24.46	24.91	25.41

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Effective July 1, 2018 through June 30, 2021

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
8	13.97	14.54	15.10	15.43	15.77	16.62	17.09	17.49	17.95	18.37	19.34	19.76	20.24	20.66	21.07	21.53
9	14.42	14.98	15.54	15.89	16.22	17.09	17.54	17.95	18.42	18.82	19.83	20.24	20.71	21.13	21.56	22.01
10	14.87	15.43	16.00	16.33	16.67	17.54	18.01	18.42	18.87	19.28	20.29	20.71	21.20	21.61	22.02	22.49
11	15.33	15.89	16.45	16.79	17.12	18.01	18.47	18.87	19.35	19.75	20.78	21.20	21.67	22.09	22.50	22.97
12	15.77	16.33	16.89	17.23	17.58	18.47	18.95	19.35	19.80	20.21	21.25	21.67	22.15	22.56	22.98	23.46
13	16.20	16.76	17.33	17.66	18.01	18.91	19.38	19.78	20.24	20.65	21.69	22.11	22.58	22.99	23.42	23.89

~~A \$500 one-time payment (prorated by FTE) will be paid to eligible members by October 30, 2018, October 30, 2019 and October 30, 2020. To be eligible for the bonus, a member must be actively employed on September 30 of that year and have been actively employed as a TOTEM member on the date of ratification of this collective bargaining agreement by the union membership. Members who qualify for the bonus and are at the "P" step as of June 30, 2018 will receive an extra \$50 one-time payment in years one(1) and two(2) of the contract, prorated by FTE. These sums are not eligible for PERS credit.~~

502.1 Pay Differential

A pay differential of \$2.00/hr. will be paid to employees in the job title of ~~Teacher Assistant~~Paraprofessional Educator, Special Education, Behavior Support. The pay differential may only be applied to regular hours up to a maximum of eight (8) hours per day, is not reflected in the employee's regular wage rate, nor can it be used in calculating overtime wages.

A pay differential of \$1.00/hr. will be paid to employees in the job title of Special Ed Special Programs ECE, Special Ed Special Programs ECE Title I, Special Ed Special Programs Secondary, or Special Ed Special Programs Secondary Title I. The pay differential may only be applied to regular hours up to a maximum of eight (8) hours per day, is not reflected in the employee's regular wage rate, nor can it be used in calculating overtime wages.

503 COMPENSATION SCHEDULE

503.1 Step Movement

Step movement shall occur on July 1, ~~2018~~2021, July 1, ~~2022~~2019, and July 1, ~~2020~~2023 and compensation for wages will be in accordance with Section 502, Wage Schedule.

Effective July 1, 2022, Employees that were on step "P" on July 1, 2021, shall receive a 1% increase to their base wage.

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Effective July 1, 2023, Employees that were on step "P" on July 1, 2022, shall receive a 1% increase to their base wage.

504 WAGE STEP PLACEMENT FOR NEW EMPLOYEES

Upon initial hire with the District employees may be placed at the A, B or C step based on qualifications and experience, as determined by the District. They will remain there until eligibility requirements have been met and then advance in accordance with the salary schedule.

504.1 Eligibility Requirements

To be eligible for step movement an individual must be hired prior to December 31 in the year preceding the year in which the contract grants step movement.

506 PLACEMENT UPON RE-EMPLOYMENT

Employees who terminate, and are rehired within one (1) year will retain the same step, union seniority and leave accrual rate as held prior to leaving. Employees who left the District and are eligible for rehire may apply as internal candidates for up to six (6) months from their termination date. To be considered as an internal candidate a former employee must complete the online Employee Transfer Application and select the 'Previous TOTEM employees only' box.

Employees who are rehired ~~after~~ between one (1) year and three (3) years of termination may, at the District's discretion, be placed between the "A" step and the step held at the time of termination.

This section does not apply to employees who fail to complete their initial probationary period.

507 EMPLOYEE RECOGNITION

507.1 Professional Certificates

Employees seeking recognition for certificates must work through the Association office and meet all requirements of the national organization before qualifying for the percentage salary increase. Once certification is received from the national organization, it should be submitted to the Human Resources Department for processing in order to receive the appropriate percentage salary increase. Recognition shall be given an employee for certificates based on the following schedule of increases to the eligible employee's current wage. Only the highest

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percentage earned will be applied, and in no case shall percentages be combined ([pyramiding shall not be allowed](#)).

Professional Certificates

A. Professional Standards Program (PSP) Certificate Increase

- Basic 2%
- Associate Professional 2%
- Associates Degree 3%
- Advanced I 4%
- Advanced II 4%
- Advanced III 6%
- Bachelor's Degree 6%
- Master's Degree 7%
- Doctorate Degree 7%

B. Other

- Certified Administrative Professional (CAP) Certificate 6%
- ~~Certified Administrative Professional~~ ~~Organizational Management (CAP-OM) Specialty~~ 6%

C. Recertification Requirements

It is the employee's responsibility to maintain a current certificate. Failure to recertify will result in the loss of the percentage increase effective sixty (60) days following the certificate expiration date.

If confirmation of the recertification is submitted after the 60-day period and the percentage increase is lost, reinstatement will be effective the first pay period of the following month after submission of the required documentation.

507.2 [NCLB Title I Position Requirements](#)

Employees seeking education recognition through the 48 College Semester Credit option are responsible for providing official transcripts from an accredited institution to the Human Resources Department for review. The 48 College Semester Credit percentage will be effective on the date of receipt of the official transcripts.

Employees seeking recognition through the [ETS Paraprofessional Assessment](#) option shall receive the percentage when they have passed all required tests and the Human Resources Department has received the confirmation paperwork.

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- [ETS](#) Paraprofessional Assessment 2%
- 48 College Semester Credits 2%

At the District’s discretion, and without regard for seniority, employees receiving compensation under this section may be asked to accept reassignment to positions requiring [NCLB Title I](#) qualifications. An employee who refuses such reassignment will relinquish 2% of additional compensation provided under Section 507.2.

507.3 Special Recognition

507.3.1 Bilingual/Bi-literate/[ASL](#) (when required) 4%

When any employee other than ELL Tutor ~~or International Tutor~~ is required to have bilingual and bi-literate competence in English and one (1) other language, the employee will receive a 4% increase to base pay if the employee’s regular duties remain essentially unchanged. These increases are independent of the recognition provided for under 507.1 and 507.2.

507.4 Compensation for Temporary Nursing Duties

- A. Administrative Assistants at elementary schools and Alternative school programs which do not have a school nurse available for the equivalent of one (1) or more school days per week will receive a \$600 yearly bonus to be paid on the first paycheck in November, if they are designated to assist with nursing related duties. If another TOTEM employee is solely designated to assist with nursing related duties, that employee shall receive the \$600 yearly bonus. If more than one (1) employee is designated to assist with nursing related duties, the yearly bonus shall be distributed among those designated employees as agreed between the employees and the school principal.
- B. The Association and the District will meet each September to determine which schools will not have a school nurse available for the equivalent of one (1) or more school day(s) per week.
- C. All affected employees will be provided with adequate training in the proper procedures for storing and dispensing medication with periodic updates by the nurse or other licensed medical practitioners. A first aid certificate shall be required before an Association employee performs any nursing duties.
- D. In the event that any legal action, for damages or otherwise, is instituted against an employee on account of the employee’s participation in the storage and/or dispensation of either prescription or non-prescription medicine as part of the employee’s assignment, the District shall hold harmless and indemnify such employee for any liability arising from such participation.

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601 EMPLOYEES

601.1 Full-time Employee Definition

Employees in positions of thirty (30) or more hours per week are full-time.

601.2 Part-time Employee Definition

Employees in positions of fifteen (15) hours or more, and less than thirty (30) hours per week are part-time.

601.2.1 Additional Hours

Additional hours may be allocated on a temporary basis to a position. If the employee is offered and accepts an increase to a total of six (6) or more hours per day for a period of more than ninety (90) consecutive workdays, the following will apply:

- the employee's wage will be at the appropriate range and step for the position;
- the employee will be eligible to receive medical benefits in accordance with Section 701 in addition to other regular benefits;
- the employee will accrue annual leave for the additional hours allocated.

601.3 Probationary Employee

New employees shall serve a seventy-five (75) workday probationary period upon initial appointment into a position covered by the TOTEM bargaining unit. The District and the Association may mutually agree to extend the probationary period. Supervisors are encouraged to provide the probationary employees with a progress report approximately half way through the probationary period. ~~During this initial probationary period, employees may not request transfer or promotion to another District position.~~ In the event of an employee-initiated transfer to a different position, during the probationary period, the employee shall serve a minimum of an additional fifty (50) workday probationary period in the new position.

601.4 Coverage of Absent or Vacant ~~Non-Instructional~~ Positions

601.4.1 Non-Instructional

When an employee is required by a principal/supervisor to perform the job duties of an absent non-instructional employee or of a vacant non-instructional position, the employee performing the job duties will be compensated an additional \$1.50 per hour for the total number of hours worked that day up to a maximum of eight (8) hours.

- The principal/supervisor will designate an employee to perform the required job duties.

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This section applies only when a non-instructional employee is absent for their scheduled workday, or a non-instructional position is vacant for one (1) day or more.

601.4.2 Instructional

When an employee is required by a principal/supervisor to perform the job duties of an absent instructional employee or of a vacant position, that is not covered by a substitute, the employee performing the job duties will be compensated an additional \$1.00 per hour for the total number of student contact hours worked.

The principal/supervisor will designate the employee to perform the required instructional job duties.

This section applies only when the employee is absent for their student contact day, or a position is vacant for one (1) day or more.

601.5 Substitute Teachers

TOTEM employees shall not substitute for classroom teachers during their normal workday.

601.6 Classroom Support

Fundamental to good class management and supervision, TOTEM employees should be working in the presence of a certified teacher all or most of the day. If the TOTEM employee must work with students in another location, the certified teacher will regularly check to see if support is needed.

601.7 Absent Administrator

When a principal is absent from a school site, the responsibilities of the assistant principals, teacher-in-charge and ~~the administrative assistant~~clerical staff shall be clearly delineated to ensure that ~~the administrative assistant~~TOTEM employees does not assume responsibility for the administration of the school.

601.8 Job Descriptions

Employees new to the District and/or worksite shall be given a copy of the District's job description or job posting applicable to their job title. Other employees will also receive a copy of their job description or job posting upon written request to the Human Resources Department within thirty (30) days of the request.

The District will review all TOTEM job descriptions in collaboration with the Association, ~~and will establish~~ including the core functions that are shared in a variety of jobs (positions).

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603 HOURS OF WORK

The normal workweek shall consist of eight (8) hours per day and forty (40) hours per week, Monday through Friday, exclusive of the lunch period. Employees are hourly and shall be paid by the number of hours worked per week. Employees will accurately record time worked in accordance with District policy.

Hours worked beyond the employee's normal workday, but less than eight (8), will be paid at the straight time rate. Hours worked in excess of eight (8) hours will be accumulated and used at the rate of 1½ hours for each hour worked.

603.1 Overtime/Compensatory Time/Additional Hours

Employees must have prior authorization from their principal/supervisor to work overtime or additional hours outside of their normally scheduled hours. All work performed by an employee in excess of eight (8) hours per day or forty (40) hours per week shall be considered overtime. All overtime worked up to 120 hours maximum accrual may be treated as compensatory time.

Employees shall take compensatory time, if available, for any leave requested during their work year. All overtime worked after the accumulated 120 compensatory time hours must be paid on the timecard as overtime on the next regular payday. Unused accumulated compensatory time shall be cashed in at the appropriate rate on or before June 30 of the fiscal year in which it was earned.

When an employee has an opportunity to attend training or work extra hours on a voluntary basis on the sixth day of the scheduled workweek, they will be compensated at their normal rate of pay, with overtime being paid after forty (40) hours in the work week or eight (8) hours in the day.

When the employee is required to work extra hours on a 6th day of the scheduled workweek, the minimum overtime worked and compensated for shall be four (4) hours.

603.2 Double Time

Double time shall be paid employees required to work on those holidays described in this Agreement in addition to regular pay for the holiday. The District reserves the right to employ personnel for less than eight (8) hours. Work performed on the 7th consecutive day of the scheduled workweek shall be paid at two (2) times the regular hourly rate.

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603.3 Employees Who Work Less Than Eight (8) Hours

Those employees who work less than an eight (8) hour day shall be paid at their regular rate of pay until their work day exceeds eight (8) hours. An employee who works in split locations shall not be entitled to overtime compensation until eight (8) hours have been worked. When figuring compensation, a reasonable time increment for travel from one work location to the other shall be used and shall be figured into the employee's total time worked for purposes of time computations for that day.

603.4 Non-Contiguous Work

If a supervisor/principal requires an employee to return to work after the completion of their regularly scheduled workday, the employee will be compensated a minimum of two (2) hours in accordance with Article 603.

603.5 Alternative Schedule

The District may establish alternative work schedules that may include a flextime schedule or other alternative workweek schedules. Work schedule changes may be made after two (2) weeks' written notice to the employee and TOTEM. Shorter notice may be given by mutual consent of the District and the employee. Work scheduled for four (4) ten-hour days within the workweek will not include overtime for the daily hours in excess of eight (8).

603.6 School Calendaring

In the event the school calendar is extended, employees will be expected to work when school is in session. Significant life events, or verification of travel scheduled before the change in the school calendar will be approved when leave is requested for these purposes. In the event of a dispute concerning whether or not the request for leave is a significant life event, the District will confer with the Association before a final determination is made.

Prior to the end of the school year in session, all employees will be given notice of their start ~~and end to~~ work date for the next school year. Employees will be given the opportunity to complete their full work year within the established calendar.

604 LUNCH PERIOD

Employees working ~~more than~~ six (6) hours or more a day shall be scheduled for and ~~allowed receive~~ an unpaid duty-free minimum of thirty (30) minutes per day for the lunch period.

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In the event that any employee is required, or is clearly expected by the principal/supervisor, or with approval of the principal/supervisor, elects to work during the lunch period, the employee will be entitled to compensation for the lunch period which has been missed, or the opportunity to reduce the work day accordingly, at the principal/supervisor's discretion.

In adjusting work schedules under this section, the principal/supervisor and the employee will work together cooperatively to ensure that both employee preference and the unit's operational need are fairly accommodated. Additionally, the Association will make the ~~Contract Administration~~ Labor Relations Department aware of areas in which there are any concerns.

610 EMERGENCY CLOSURE

If the Superintendent determines that an emergency closure of school(s) and/or other District facilities is necessary, Association employees may or may not be required to report to work. Compensatory time, annual leave or unpaid leave (in that order) will be used by those employees who do not report to work. Employees on unpaid leave may modify their regular scheduled workday, with principal/supervisor approval, to make up the lost time. With supervisor approval, employees shall be allowed to telework and/or participate in a professional development activity from an alternative work location.

If the emergency closure is due to inclement weather, employees may come into work later in the day of the closure if they feel it is safe to do so, but will only be paid for hours worked. Any hours that were not worked on the closure date will be handled in the same manner as described in the first paragraph above.

If the Superintendent delays the opening of the school/work day by up to ninety (90) minutes, any employee reporting to work by the rescheduled start time will receive pay for the time between the regular start time and the rescheduled start time.

701 HEALTH BENEFITS

For the duration of the Agreement, the District shall contribute to a health plan which meets the requirements of the Patient Protection and Affordable Care Act (PPACA).

- A. Employees assigned to positions of thirty (30) hours or more per week shall be eligible for health insurance coverage. Eligibility is attained after a waiting period of sixty (60) calendar days for employees who do not currently have health benefit coverage with one of the District's employee benefit plans. Coverage shall begin the first day of the month following attainment of eligibility.

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B. Employees who lose their eligibility for health benefits for any reason, such as unpaid leave, layoff, or termination of employment other than retirement or gross misconduct, may elect to pay the cost of the health program provided through COBRA, according to its provisions.

C. The District's monthly contribution for health benefits per eligible employee per month shall not be less than be \$1,695.45. ~~during the 2018-2019 year. The District's monthly contribution amount per eligible employee per month will be \$1,645 effective July 1, 2019, and \$1,645 per eligible employee per month effective July 1, 2020. 701.C may be reopened for negotiations at the option of either party for purpose for negotiating a health contribution for the 2020-2021 school year.~~ Health insurance benefits shall be described in the District's summary plan description as periodically amended. The employee contribution for those electing coverage is the difference between the premium amount and the combined total of the District's contribution and any subsidy from the reserve account.

D. Employee contribution, aggregate of the cafeteria plan for the PPO shall not exceed \$250 per eligible employee per month. Employee contribution, aggregate of the cafeteria plan for the CDHP shall not exceed \$125 per eligible employee per month. The definition for "aggregate of the cafeteria plan" is the employee contribution for each tier, employee only, employee & spouse, employee & children, & employee & family added together and divided by the number of tiers.

~~D. The employee contribution will not be less than \$75 per eligible employee per month or more than \$225 per eligible employee per month in any year of this agreement.~~

~~E. Employees who choose to waive health insurance coverage under the District's benefits plan must provide proof of health insurance coverage from another health insurance provider.~~

F.E. The Association may have up to two (2) representatives on the District Health Benefits Task Force.

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TOTEM _____ District _____

Date _____ Date _____