

**NEGOTIATED**  
**AGREEMENT**

**by and between the**

**BOARD OF TRUSTEES**  
**LAKELAND JOINT SCHOOL**  
**DISTRICT 272**

**and the**

**LAKELAND EDUCATION**  
**ASSOCIATION**

**FOR: 2018-2019**

TABLE OF CONTENTS

**ARTICLE I - SALARY SCHEDULE**

I.1	<a href="#">Salary Schedule</a>	4
I.2	<a href="#">Salary Schedule Provisions</a>	4
I.2-A	<a href="#">Allowable Training and Experience</a>	4
I.2-B	<a href="#">Training increments</a>	4
I.2-C	<a href="#">Acceptable graduate credit</a>	4
I.2-D	<a href="#">Placement on the Salary Schedule</a>	5
I.2-E	<a href="#">Advancement on the Salary Schedule</a>	5

**ARTICLE II-BENEFITS**

II.1	<a href="#">Insurance-Medical and Dental</a>	6
II.2	<a href="#">Life Insurance</a>	6
II.3	<a href="#">Vision Insurance</a>	6

**ARTICLE III-EXTRACURRICULAR SALARY**

III.	<a href="#">Extracurricular</a>	6
III.1	<a href="#">Extracurricular Salary-District Base Calculations</a>	8
III.2	<a href="#">Extracurricular Salary Schedule</a>	8
III.2-A	<a href="#">Experience Step Guidelines</a>	8
III.2-B	<a href="#">Other Extra-Duty Assignments</a>	10
III.2-C	<a href="#">Pre-determined Advisor Positions</a>	10
III.2-D	<a href="#">Dual Credit Stipends</a>	12
III.2-E	<a href="#">Class Coverage</a>	12

**ARTICLE IV - LEAVES**

IV.1	<a href="#">Leave of Absence</a>	12
IV.2	<a href="#">Military Leave</a>	13
IV.3	<a href="#">Association Leave</a>	14
IV.4	<a href="#">Professional Leave</a>	14
IV.5	<a href="#">Bereavement Leave</a>	15
IV.6	<a href="#">Family Leave</a>	15
IV.7	<a href="#">Personal Leave</a>	19
IV.8	<a href="#">Sick Leave</a>	17
IV.9	<a href="#">Sick Leave Bank</a>	18

**ARTICLE V - TEACHER WORKDAY DESCRIPTION**

V.1	<a href="#">Start and End Times</a>	21
V.2	<a href="#">Prep. Time</a>	22
V.3	<a href="#">Snow Day or Delayed Start Requirements</a>	22

**GOVERNING LAW AND RATIFICATION**

	<a href="#">Signatures and Dates</a>	23
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## ARTICLE I - SALARY SCHEDULE

### **I.1 Salary Schedule**

It is agreed the attached salary schedule shall be in effect for 2018-2019.

An experience step will be granted for experience earned during the 2017-2018 contract year.

[2018-19 SALARY SCHEDULE LINKED HERE](#)

### **I.2 Salary Schedule Provisions ( For the 2018-19 contract year.)**

#### **A. Allowable Training and Experience - Entry Level**

1. Up to twelve years of acceptable teaching experience will be allowed for placement on the salary schedule for transfer teachers. Twelve years of experience would place the teacher on step 13. Any teacher that transfers into the district with twelve or more years of experience will also be placed on step 13.
2. No credit is given for military experience.
3. Seven months of continuous teaching in any single year is required to count as a year of experience.

(The above provisions apply to teachers transferring in with one or more years of acceptable teaching experience.)

#### **B. Training Increments**

To advance one or more training increments, acceptable graduate credit must be earned after completion of the BA degree. Salary schedule increments are in semester credits.

#### **C. Acceptable Graduate Credit**

No more than 10 semester hours can be upper division credit. The remainder of the credits for advancement on the salary schedule must be graduate credits (500's or higher). Any exceptions must meet the approval of the Superintendent.

D. Placement on the Salary Schedule

The salary category is determined by the number of years of allowable service and training of the teacher before the opening day of school.

E. Advancement on the Salary Schedule

In order to move on the salary schedule:

1. Courses to be taken must meet the approval of the Superintendent of Schools to count toward advancement on the salary schedule. In the event the course is denied, the teacher has the right of appeal to the Board of Trustees.
2. All course work for advancement on the salary schedule must be completed prior to September 1.
3. Proof of credit by official transcript must be received by the Superintendent of Schools by September 15. No contract will be changed after September 15, for salary schedule advancement without the approval of the Superintendent.
4. Advancement on the salary schedule shall be limited to two columns on the salary schedule in one year unless the teacher earns an advanced degree.
5. When credits in any discipline are earned by a teacher at the request of the Superintendent, those specific credits will apply toward advancement on the salary schedule.
6. To advance an experience step on the salary schedule, a teacher must complete at least an amount greater than fifty percent of the days of a full time teacher contract for the year.
7. In the event that the deadline to receive official transcripts September 15 falls on a non-working day, the documents may be accepted on the next scheduled work day.

## **ARTICLE II-BENEFITS**

### **II.1 Insurance**

MEDICAL/DENTAL: It is agreed that beginning September 1, 2018, the district will pay employee premium costs for the group “driver” medical plan and group dental for each participating full-time certificated employee until August 31, 2019. Employees shall be eligible for benefit coverage starting the 1st of the month. If the employee chooses to “buy up” insurance coverage, the employee will incur the extra expense.

- A. Every eligible employee shall be deemed to have taken at least single medical and dental coverage.
- B. Individuals contracted for at least 0.5 FTE for the 2001-02 school year will continue to receive health and life insurance benefits under the 2001-02 Negotiations Agreement language (with new funding amounts in each respective contract) as long as they remain continuously employed by the district at 0.5 FTE.
- C. Employees working .75 FTE or more will be covered 100% (Note: beginning 2018-19 there will be no more partial coverage of 83%).

### **II.2 Life Insurance**

It is further agreed that for the 2018-2019 school year, each certificated employee shall, at district expense, be covered by a \$20,000 term life insurance policy and that the employee may purchase dependent or additional life coverage at his/her own expense. Employees must have a half time or more (FTE) contract to qualify for the life insurance benefit (unless they are “grandfathered” as explained in the paragraph on Medical/Dental).

### **II.3 Vision Insurance**

It is further agreed that for the 2018-2019 school year the district will offer the opportunity for the employee to purchase vision insurance for themselves and family members.

## **ARTICLE III-EXTRACURRICULAR SALARY**

Pursuant to Idaho Code all supplementary contracts are issued for a single year period and must be renewed annually. This includes all negotiated positions in the extracurricular section of the Negotiated Agreement. All supplementary positions are voluntary and no staff member is required or obligated to fulfill such

a position, except when failing to follow proper notification requirements as shown below.

In filling any supplemental position, the District shall use all applicable posting, hiring, interviewing and transfer policies. Any and all such policies may be waived if the Superintendent determines an emergency exists.

Persons wishing to be released from a currently contracted position for the following year shall notify the Principal and Superintendent in writing no later than six months prior to the onset of the assignment, or by June first preceding the year in question, whichever is earlier. Unless otherwise stated in the supplementary contract, positions shall be assumed to begin on the first official day of the school year.

Emergency release from a contract may be granted if the person is determined to be physically unable to perform the duties of the position.

All extracurricular\supplemental positions are subject to budget constraints and may not be funded in the budget for a particular school year. If a position has not been budgeted for, and a qualified person is willing to perform the required duties as a volunteer, the District may place that person in the position. If the volunteer fulfills the duties of a paid position for a complete season they will be given credit for experience in placement on the extracurricular schedule for future assignments.

If a head coach and an assistant coach request to share head coaching duties, and the request is approved by the athletic director, building principal, and the superintendent, then the individual stipends will be paid at a rate of 13.25%. Procedures and forms will be developed to insure all parties are in agreement regarding the stipend for the contract year.

Any assistant coaching positions added after the beginning of the season will be paid based on the regular assistant stipend, divided by the number of weeks from the first day of practice through the last day of the regular season, times the number of weeks remaining at the time the individual starts in the position.

Requests for other extra duty assignments not included in of the Negotiated Agreement may be made in writing in the year prior to the employee's anticipated leadership in such position, before April 1. Requests for extra pay under this provision shall be submitted on a form provided by the District which details at least the following information: (a) a general description of the activity, (b) the amount of time expected to carry out the activity, (c) the number of students to be supervised, if appropriate, (d) the number of contests and/or trips, (e) any other information that will assist the review committee in compiling a complete and accurate picture of the activity, (f) acknowledgement by the building Principal, (g)

what enhancement to the well-being and advancement of students, school, and/or community, including academic, social or otherwise will be derived.

A committee consisting of the Superintendent or his/her designee and the Lakeland Education Association President or his/her designee will review requests to determine if the positions should be added, and make a recommendation to the Board of Trustees. The two-member committee shall gather what information they deem necessary from principals and teachers and may recommend a stipend of 1% to 5.5% of the actual extracurricular salary base (prior to salary allowance or additions to meet state mandated minimums).

Approval or denial of requests will be made to the employee in writing with justification no later than five (5) days following the Board of Trustee decision.

### **District Base for Extracurricular Salary Calculations**

1. \$26,798
2. \$28,138
3. \$29,479
4. \$30,818
5. \$32,158
6. \$33,498
7. \$34,839
8. \$36,178
9. \$37,518
10. \$38,858

### **III.1 Extracurricular Coach Salary Schedule**

The following terms apply to certificated employees, although the positions may be held by non-certificated employees. Payment of stipends will be in accordance with Board of Trustee Policy.

#### **A. Experience Step Guidelines**

For the positions below, up to 9 years' experience on the (steps 1-10) prior to the addition of the salary allowance) may be counted under the following guidelines:

1. Only years of extracurricular experience within a particular sport or activity will count as experience (not teaching experience).
2. A coach/advisor that moves from one sport or activity to another or enters a sport or activity for the first time will begin at step 1.



3. A lesser coach who becomes an advanced coach in the same sport (or another sport) will begin at step 1 at the advanced coach percentage rate but shall not receive pay less than the previous position if the move is in the same sport.
4. A head coach that steps down to a lesser coaching position in the same sport will retain his/her experience step at the assistant coach rate.
5. A coach, advisor or director may transfer verified experience into the district.
6. Two full years of junior high coaching experience within the District will count as one-year experience for placement as an assistant coach at the high school level.

The percent indicated for each position is applied to the appropriate step (1 through 10) of the extracurricular salary schedule depending on experience for a particular assignment.

<b>Senior High</b>	
<b>Head Coach Varsity 15.5%</b>	<b>Asst. Coach (9<sup>th</sup> or C) - 11.0%</b>
Baseball	Baseball
Basketball	Basketball
Football	Football
Soccer	Soccer
Softball	Softball
Track	Track
Volleyball	Volleyball
Wrestling	Wrestling
Cross Country	Cross Country
Cheerleading	Cheerleading
Swimming	Swimming
Tennis	Tennis
Dance Team	Dance Team
Golf	Golf

<b>Senior High</b>	
Band Director	10.5%
Choir Director	6.2%
Speech/Arts	5.7%
Yearbook	9.2%
Drama	9.2%
Newspaper	5.7%
ASB/Leadership Advisor	6.2%

<b>Junior High</b>	
Athletic Director	12.0% and Extra Prep Time (Void if Jr High has a full time Asst. Principal)
7 <sup>th</sup> /8 <sup>th</sup> Coach	6.3%
Basketball	6.3%
Cheerleading	6.3%
Cross Country	6.3%
Track	6.3%
Wrestling	6.3%
Volleyball	6.3%
7/8 Yearbook	5.7%
7/8 Intramural Basketball	4.0%
7/8 Band/Choir Director	3.5% (moved from above)
ASB/Leadership Advisor	3.5% (moved from above)

LEA President	15.5%
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**B. Predetermined Advisor and/or Extra-Duty Pay Positions:**

1. The following positions are pre-determined extra duty assignments and do not need to be re-submitted. These positions will be paid the percentage of the extracurricular base, without the option of steps for years experience. The principals will be in charge of selecting the appropriate people for each job and work with their staffs accordingly to make sure each member has an opportunity to such positions. If more than one

person is interested, then it is up to the principal and staff to decide an appropriate and fair solution to all involved (Example: If two people want to share the responsibilities of the B.P.A. Advisor below, each could share the stipend and receive 2.75% or find another equitable solution.) If an agreement cannot be reached, it will be brought forth to the Superintendent and LEA President for review and to make the final decision.

<b>Senior High</b>	
Business Professionals of America Advisor	5.5%
Family, Career, and Community Leaders of America Advisor	5.5%
Quiz Team Advisor	4.5%
Homework/Tutoring/After School Program	4.0%
Junior Statesmen of America Advisor	3.5%
Technical Skills Advisor (CTE program)	3.5%
Mountain View Yearbook	3.5%
Idaho Drug Free Youth Advisor	3.0%
National Honor Society Advisor	1.5%
Prom Advisor	1.5%
Ambassador Program (Civic/Human Rights)	1.5%
Senior Project Advisor:	
Lakeland H.S.	4.0%
Timberlake H.S.	3.0%
Mountain View Alt H.S.	1.0%

<b>Junior High</b>	
Gifted and Talented Education Advisor	5.5%
Homework/Tutoring/After School Program	4.0%
Idaho Drug Free Youth Advisor	3.0%
MATH Counts	2.5%
National Junior Honor Society Advisor	1.5%
Ambassador Program (Civic/Human Rights)	1.5%

<b><u>Elementary</u></b>	
Gifted and Talented Education Advisor	5.5%
Intramurals	5.0%
Homework/Tutoring/After School Program	4.0%
Yearbook	3.0%
Cross Country/Track	2.5%
Music/Band Program (Evening Performances) (Formula based on Music = 5 evening performances and Band = 1 evening performance per school. Based on a 2% stipend = \$532, equates to \$88.67 per evening performance)	2.0%
JBE Community Garden Program	2.0%
Ambassador Program (Civic/Human Rights)	1.5%
Before/After School Choir Program	1.0%

**D. Dual Credit Stipend**

**Step 1-** Instructor receives 77% of the revenue generated by the classes they teach

**Step 2-** Counselor receives \$5.00 per student they enrolled

**Step 3-** District receives \$5.00 per student enrolled

**Step 4-** Building receives remaining funds for Instructional Support

These stipends will be paid out after the District receives actual funds from the institution.

*Intent- Keep the program budget neutral so the District would not need to subsidize any funding that is not paid by the institution*

**E. Class Coverage**

- 1) Any teacher who, during their scheduled “prep period” covers another teacher’s class to allow that teacher to leave for a activity before the school day ends will be paid \$16 per occurrence provided it is approved by the principal, and all District reporting requirements are met by both teachers.

**ARTICLE IV-LEAVES**

**IV.1 Leave of Absence**

The Board may grant certificated personnel a leave of absence without pay for a

period of time of up to one school year for return to school, travel, exchange or foreign teacher, or personal reason.

- A. Application for leaves of absence for a duration of one school year must be submitted in writing to the Superintendent no later than May 1, of the year preceding the intended leave. Application for leaves of a duration of less than one school year shall be submitted at least 30 work days prior to the first day of the intended leave.
- B. The teacher shall notify the Superintendent in writing by May 1 of the leave year of his/her intent to return to the district. If there is no written notice, his/her rights to employment shall be vacated.
- C. The teacher, upon return, will be placed in a position for which he/she is qualified by certificate endorsement and will be placed on the appropriate step on the salary schedule with no loss of accrued benefits.
- D. If it is in the best interests of children, and other constraints don't prevent it, the returning teacher will be assigned to the building and grade level he/she left.

## **IV.2 Military Leave**

Military leave shall, at all times, be granted in accordance with the provisions of applicable state and federal laws. Specifically the provisions of "The Uniformed Services Employment and Reemployment Rights Act" (USERRA) shall be followed.

- A. National Guard members or military reservists shall be granted leave to attend required duty upon written notice to the Superintendent at least two weeks prior to the leave. The notice provision will be waived if "military necessity" prevents the giving of notice; or the giving of notice is otherwise "impossible or unreasonable." Definitions provided in Department of Defense regulations will govern application of these exceptions.
- B. During the first ninety days of military leave the employee will be paid their regular pay and benefit allowance, less the salary of the replacement teacher hired for their position (not to exceed the monthly rate of pay for the leave teacher). After the initial ninety-day period the employee will be paid their regular pay less the salary of the replacement teacher. The salary allowance and health insurance coverage will not be paid after the ninety-day period. The employee will be able to utilize military health benefits and/or purchase coverage under the District's health plan for a

period of up to eighteen months, as provided in USERRA.

### **IV.3 Association Leave**

A maximum of twenty-two (22) days may be used by LEA members for association leave. A request to the immediate supervisor, LEA president, and Superintendent must be made at least one week in advance of the leave.

- A. A request must be made first to the LEA President. If approved by the President, it must then be submitted to his\her immediate supervisor at least two weeks prior to the requested dates. If approved it will be forwarded to the Superintendent for his\her review. The Superintendent will then notify the requesting individual in writing of their decision.
- B. Not more than three teachers per building may be gone on association leave, at any one time, and no more than three days may be used by any one member (up to 5 days for the president.) The Superintendent may waive individual employee limits if circumstances warrant.
- C. The district will pay the cost of hiring a substitute for those association days that are to attend regularly scheduled official meetings of the state teacher's association as prescribed by law 33-513. The LEA will pay the cost of hiring a substitute for additional association days approved by the Superintendent.

### **IV.4 Professional Leave**

Certificated personnel may be granted leave with pay to attend educational meetings and/or workshops or visit exemplary classrooms or programs. One of the determining factors for approval shall be the benefit to the students or district. (Ex: Selected to umpire or officiate state games, meets, or contests; being selected as a Coach/Teacher of the Year and the need to travel to Boise to accept the award.)

- A. If the Principal or Superintendent denies the request, the employee has the right and opportunity to meet with the Principal and/or Superintendent about the decision.
- B. When the district requires attendance, allowable expenses will be paid.
- C. Applications for professional leave must be submitted to the principal at least 20 working days before the day(s) of the requested leave. If the principal approves, the application shall be forwarded to the Superintendent.

## **IV.5 Bereavement Leave**

Certificated personnel shall be granted up to 5 days of bereavement leave, per incident for death in the immediate family. (These 5 days are in addition to any bereavement sick leave approved below)

- A. Immediate family is defined as any relative living in the household of the employee and/or spouse, son, daughter, brother, sister, mother, father, grandmother, or grandfather, whether residing in or out of the household of the employee. In the case of a spouse, the relationship is extended to both sides of the family.
- B. The Superintendent must approve additional days needed for travel or other reason. These additional days will be deducted from the employee's sick leave if the employee has adequate sick leave, otherwise the days may be allowed as leave without pay.
- C. Up to two days of sick leave will be allowed for funerals other than the immediate family. Approval of the principal is required. Any additional days for travel, etc. must be approved by the Superintendent. These additional days will be deducted from the employee's sick leave if the employee has adequate sick leave, otherwise the days may be allowed as leave without pay.
- D. In the event of an emergency school closure - if teachers are not required to report for work, teachers on sick leave will not have the leave deducted.

## **IV.6 Family Leave**

A certified employee who is pregnant may work as long as permitted by the attending physician prior to delivery, and may return to work when released by the physician following delivery and recovery.

- A. Pregnancy leave may be charged to individual sick leave, but not to Sick Leave Bank without express authority and compliance with the rules and regulations of the Sick Leave Bank Policy as negotiated.
- B. In order to insure the employee receives all benefits provided by the Family Medical Leave Act (FMLA) the employee must notify the District Office in writing within thirty days of the estimated delivery date, and, at the same time, provide written notice of the desired length of leave. In all situations the District will abide by the requirements of the FMLA.

- C. The teacher, upon return, will be placed in a position for which she is qualified by certificate endorsement and will be placed on the appropriate step on the salary schedule with no loss of accrued benefits. If it is in the best interests of children, and other constraints don't prevent it, the returning teacher will be assigned to the building and grade level he/she left.
- D. An employee may convert their accumulated sick leave to family leave to be used for qualified FMLA leave when they are no longer on leave for medical reasons. FMLA leave runs concurrently with any sick leave or family leave.

Per FMLA, if both parents are employees of the District, and both qualify for FMLA leave, they would have a combined total of 12 weeks to be used between them, as they choose.

Family leave cannot be used on an intermittent basis. Family leave must be used following the birth or adoption of a child.

#### **IV.7 Personal Leave**

Certificated personnel will be granted two (2) days of paid personal leave each year. The leave may not be taken during the following times:

- A. The school day preceding or following the week of Thanksgiving, winter break or spring break, unless that day is a professional work day or permission from the superintendent is granted.
- B. The first week of the school year or the last five student contact days of the school year.
- C. The professional workday at the beginning or end of the school year unless permission from the superintendent is granted.
- D. The date of leave is subject to the approval of the principal, and the request for leave must be submitted to the principal at least one calendar week prior to the leave day. Any exceptions to this policy are subject to the approval of the Superintendent. A teacher who takes personal leave without meeting the above requirements will be docked one day at their contracted daily rate and could be subject to dismissal.
- E. In the event of an emergency school closure - if teachers are not required to report for work - teachers on personal leave will not have



the leave deducted.

- F. The district will pay teachers their daily rate for leave not taken. The maximum number of days eligible for the end of year buyout is two. A teacher may carryover three days of unused personal leave in lieu of receiving payment. Maximum annual accumulation is five days.
- G. Upon retirement, the district will pay teachers their daily rate for leave not taken. The maximum number of days eligible for end of the year buyout, for retiring teachers, is five.

#### **IV.8. Sick Leave**

Employees contracted for a complete school year will receive ten (10) days of sick leave. The number of sick leave days allotted for less than a complete year will be at the rate of one day for each month of service, or any portion thereof.

- A. Sick leave may be used for illness in the immediate family. Immediate family is defined as any relative living in the household of the employee and/or spouse, son, daughter, brother, sister, mother, father, grandmother, or grandfather, whether residing in or out of the household of the employee. In the case of a spouse, the relationship is extended to both sides of the family.
- B. Except in an emergency, sick leave shall not be used for doctor or dental appointments unless the appointment is pre-arranged with and approved by the principal. The absence may be only for the duration of the appointment with a reasonable time allowed for travel.
- C. Unused sick leave may be accumulated by an employee without limit, subject to the rules and regulations, and applicable statutes of the Public Employees Retirement System of Idaho. At the beginning of each new employment year, an account stating the accumulation of unused sick leave days for each employee shall be completed by the district in accordance with Idaho Code 33-1216 as now in existence or hereafter amended. Because of state regulations, an employee may NOT donate their own sick leave days to another person or entity.
- E. In the event of an emergency school closure - if teachers are not required to report for work - teachers on sick leave will not have the leave deducted. (This provision is effective on January 1, 2008).

## **IV.9 Sick Leave Bank**

### **A. Purpose**

The purpose of the Sick Leave Bank shall be to provide certificated employees, who voluntarily joined, with additional sick leave days needed for absences due to the death of a spouse or child or to recover from personal illness or injury, so long as said personal illness or injury is not voluntarily incurred (elective surgery, and other similar voluntarily incurred illnesses or injuries) subject to determination of eligibility.

### **B. Administration**

1. The Sick Leave Bank shall be administered by the Sick Leave Council in conformance with the regulations set forth in this agreement.
2. The Sick Leave Council shall be composed of two (2) administrators/directors appointed by the Board and two (2) teachers appointed by the L.E.A. Members of the Sick Leave Council shall be members of the Sick Leave Bank, with the exception of an administrator appointed to represent the district office.
3. In the event of a tie vote by the Sick Leave Council, the Superintendent of Schools or his designee shall cast the deciding vote.
4. The Council shall annually review and/or revise the guidelines, rules, regulations, and reporting procedures necessary to implement the Sick Leave Bank.
5. The guidelines, rules, and regulations shall be subject to approval of the Board of Trustees and the Lakeland Education Association.
6. Upon being hired by the school district, Human Resources will offer the new employee the opportunity to sign up for the Sick Leave Bank. Acceptance or Denial will be documented.
7. Human Resources will keep track of the sick leave bank membership and number of days accrued. A year end report will be provided to the Superintendent and the LEA president.

### **C. Eligibility**

Certificated employees who have accumulated one (1) or more days of personal sick leave as defined in Idaho Code 33-1216 and 33-1217, shall be eligible for membership in the Sick Leave Bank. Certificated employees who have used the

maximum number of days are not eligible for continued membership.

#### **D. Membership**

1. Employees who donate one (1) day of accumulated personal sick leave to the Sick Leave Bank shall be members of the Bank and eligible for its services.
2. In the event the Sick Leave Council assesses additional days to keep the Bank solvent, a member must donate the required additional day to continue his/her membership in the Bank.
3. When a member draws from the Sick Leave Bank, they will need to donate one (1) day back to the Bank the following school year to remain a member. In the event that the Sick Leave Council assesses additional days to keep the Bank solvent the same year, the member will be exempted from the additional assessment, having just donated a day to remain a member.

#### **E. Enrollment**

1. All employees are to be offered membership into the sick leave bank upon employment in the district. Employees will enroll or deny membership on the sick leave enrollment form offered by the district.
2. The enrollment period shall be from the first day of school through August 31 each year.
3. The employee must donate one (1) day of personal sick leave to the Bank during the enrollment period to become a member and, if necessary, one (1) day whenever assessed by the Sick Leave Council to continue membership. Assessment will be on an equal basis and will be determined by the Sick Leave Council.
  - a. A "day" is defined as the contractually defined time period the employee is contracted to work, i.e., .5, .83, etc. This "day" determines both the donation and withdrawal amounts.
  - b. Certificated employees whose "day" changes during the contract year shall be notified regarding any additional sick leave donations that may be required as a result of the change.

4 Forms authorizing the donation of the sick leave days must be signed and

turned in to the District Office before the employee becomes a member of the Bank.

5. Days donated to the Sick Leave Bank shall be non-returnable to the donor as accumulated personal sick leave in the event of loss of Bank membership or separation or transfer from the district.

#### **F. Maximum Capacity**

The Sick Leave Bank shall accumulate unused Bank days from year-to-year to a maximum capacity, which shall not exceed double the number of eligible employees.

#### **G. Maximum Withdrawal**

1. The maximum number of days that shall be available for withdrawal for all eligible employees' use in any one year shall not exceed the Bank's maximum capacity.
2. Maximum withdrawal for any individual eligible employee shall not exceed an accumulated 85 days during the entire period they are employed by the District, starting with days withdrawn during the 07-08 contract year.

#### **H. Regulations**

The employee, or his/her designated person when the employee is incapable, shall secure written evidence from the School District's business office that (1) all accumulated leave has been used. The first two days of approved sick leave from the sick leave bank will be subject to a pay reduction equal to two days at the actual substitute daily rate.

1. The employee, or the designee when the employee is incapable, shall secure written proof of illness or injury adequate to protect the District against lingering and false claims of illness as provided in Idaho Code 33-1216.
2. The employee, or the designee when the employee is incapable, shall submit a written request on the appropriate form for the desired number of days to the Sick Leave Council. The request shall include reasons for the absence and be accompanied by the support documents listed above.
3. The employee, or his designee when the employee is incapable, shall secure written notice of the employee's "back to work" date. Also, if

return to work shall be on a part-time basis, this must be specifically noted as well as any subsequent related visits to a doctor's office or medical facility during school hours.

4. Each unrelated prolonged illness or injury will be subject to a pay reduction equal to two days at actual substitute daily rate before the same employee is eligible to draw on the Sick Leave Bank again in the same school year
5. The Sick Leave Council shall make a final approval or disapproval of the request in full or in part in writing to the employee within five (5) working days of the receipt of the request and support documents.
6. If the employee's request is approved, immediate transfer of the approved number of days, in full or in part, from the Sick Leave Bank to the employee shall be made in writing to the District Office.
7. Grants will normally be retroactive. However, the Sick Leave Council may grant days in advance when the need is supported by appropriate medical evidence.

**Savings clause:** If any provision or application of this agreement or the annual agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party, negotiation shall immediately commence and agreement shall be reached in order to alter said section(s) according to the intent of the parties.

## **ARTICLE V: TEACHER WORKDAY DESCRIPTION**

**(To be added to Board Policy #5210, starting with the second paragraph)**

### **V.1 Start and End Times**

The length of a typical work day is 7.5 hours, as referenced in Board Policy 5210. The length of a given work day may be shortened by the building principal, provided however, that such shortening does not violate any state rules and regulations, or laws of the State of Idaho regarding the length of the instructional day.

## V.2 Prep Time

All teachers will be granted one (1) prep time per day of at least 35 uninterrupted minutes for elementary and at least equal minutes to one class period taught for secondary.

- A. An exception is when the teacher agrees to give up his or her prep time to teach another section.
- B. Half-time certified instructors are expected to teach three (3) periods or three (hours) without being granted a prep time.

## V.3 Snow Days or Delayed Starts

Employees shall not be required to report to work on days which the administration and/or Board has declared an emergency closure day. If the administration and/or Board has declared a two-hour (2) delayed start, employees are not required to report until two (2) hours past their regularly contracted start time. If the Board chooses to make up these closure days at a later time, employees are required to perform their duties as part of the regular 190-day contracted period.

**Governing Law:** This agreement and any annual agreement shall be governed and construed according to the Constitution and laws of the State of Idaho.

### Ratification:

\_\_\_\_\_  
President, Lakeland Education Association

\_\_\_\_\_  
Date of Ratification

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date of Board Ratification