

1(6) In addition to the allocation amount specified for the applicable cell on the career ladder, school districts shall receive an additional allocation amount for instructional staff and pupil service staff holding a professional or an advanced professional endorsement who have acquired additional education and meet the professional or advanced professional compensation criteria. In determining the additional education allocation amount, only transcripted credits and degrees on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by a body recognized by the state board of education or credits earned through an internship or work experience approved by the state board of education, shall be allowed. All credits and degrees earned must be in a relevant pedagogy or content area as determined by the state department of education. Additional education allocation amounts are not cumulative. Instructional staff whose initial certification is an occupational specialist certification shall be treated as BA degree-prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited toward the education allocation. Additional education allocations are:

- (a) For instructional staff and pupil service staff holding a professional or an advanced professional endorsement, a baccalaureate degree and twenty-four (24) or more credits, two thousand dollars (\$2,000) per fiscal year.
- (b) For instructional staff and pupil service staff holding a professional or an advanced professional endorsement and a master's degree, three thousand five hundred dollars (\$3,500) per fiscal year.
- (c) Effective July 1, 2020, the allocation shall be:

Allocation	1	2	3	4	5
Residency	\$40,000	\$41,500	\$43,000		
Professional	\$42,500	\$44,000	\$45,500	\$49,000	\$51,000
Advanced Professional	\$43,000				

(d) Effective July 1, 2021, the allocation shall be:

Kootenai Jt. School District 274 - Coaching Salaries 2020-21

High School Head Coach	\$3,006.00
High School Assistant Coach	\$2,338.00
Jr. High Head Coach	\$1,670.00 (Co-Coach would split - \$835.00 ea)
Athletic Director	\$1,670.00
Event Supervisor	\$ 50.00 per event

Approved 8-16-16

Kootenai School District No. 274  
 2020-2021 Blue Cross/United Heritage Premium Chart  
 Effective 9-01-20 (8-25-20 P/R)

	<u>Health</u>	<u>Dental</u>	<u>Total Premium</u>	<u>Benefits</u>		<u>Deductions</u>	
				<u>Med</u>	<u>Dntl</u>	<u>Med</u>	<u>Dntl</u>
<b>Traditional Blue Cross Med/Dental:</b>							
EE Only	646.28	35.95	682.23	<u>646.28</u>	<u>35.95</u>	<u>0</u>	<u>0</u>
EE /Spouse	1,403.50	77.75	1,481.25	<u>646.28</u>	<u>35.95</u>	<u>757.22</u>	<u>41.80</u>
EE/Child	985.75	69.10	1,054.85	<u>646.28</u>	<u>35.95</u>	<u>339.47</u>	<u>33.15</u>
EE/Children	1,143.90	102.80	1,246.70	<u>646.28</u>	<u>35.95</u>	<u>497.62</u>	<u>66.85</u>
Family	1,624.95	137.85	1,762.80	<u>646.28</u>	<u>35.95</u>	<u>978.67</u>	<u>101.90</u>
<b>Traditional Blue Cross Med/Dental Blue Connect (was Willamette):</b>							
EE Only	646.28	44.05	690.33	<u>646.28</u>	<u>44.05</u>	<u>0</u>	<u>0</u>
EE /Spouse	1,403.50	95.27	1,498.77	<u>646.28</u>	<u>44.05</u>	<u>757.22</u>	<u>51.22</u>
EE/Child	985.75	84.58	1070.33	<u>646.28</u>	<u>44.05</u>	<u>339.47</u>	<u>40.53</u>
EE/Children	1,143.90	125.85	1269.75	<u>646.28</u>	<u>44.05</u>	<u>497.62</u>	<u>81.80</u>
Family	1,624.95	168.79	1,793.74	<u>646.28</u>	<u>44.05</u>	<u>978.67</u>	<u>124.74</u>
<b>Vision--United Heritage:</b>							
EE	7.06						
EE+Spouse	14.13						
EE+1 Child	15.13						
EE+Children	15.13						
EE+Family	24.15						

Certificated Staff Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association.

Grievance Procedure

The District will first review the collective bargaining agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed according to Policy 3085 and Procedure 3085P, and violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged grievance. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the Master Agreement the employee believes was violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee.

The written grievance must be filed with the immediate building principal within ten working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or his or her designee shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of 15 working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five days of receiving the Superintendent's decision. The Board is the policy-making body of the District, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Grievances will be processed according to the step-by-step process outlined in the Uniform Grievance Procedure 4120, however, in the case where a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Cross Reference: 3085  
3085P

Sexual Harassment, Discrimination and Retaliation Policy  
Title IX Sexual Harassment Grievance Procedure, Requirements  
and Definitions

Policy History:

Adopted on: 04/14/2014

Revised on: 03/09/2020

Revised on: 12/14/2020

Reviewed on:

Leaves of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within twenty-one (21) days, whichever comes first.]

**Kootenai Joint School District No. 274**

**PERSONNEL**

**5405**

Proof of Illness for Sick Leave

The Board of Trustees or a designee of the Board of Trustees may require proof of illness in a form adequate to protect the District from any employee abusing sick leave through such actions as malingering or false claims of illness.

If the Board or a designee of the Board makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the District's Administrative Office.

Legal Reference: I.C. § 33-1216 Sick and Other Leave

Policy History:

Adopted on: April 14, 2014

Revised on:

**Kootenai Joint School District No. 274**

**PERSONNEL**

**5412**

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the Kootenai Joint School District supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment for the remainder of the regular work day.

Jury duty leave is paid for up to ten (10) work days. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Policy History:

Adopted on: April 14, 2014

Revised on:

Witness for Court Appearance Leave

Kootenai Joint School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the Superintendent and their immediate supervisor (such as the maintenance, school lunch, bus supervisor, and principals). The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Policy History:

Adopted on: April 14, 2014

Revised on:

**Kootenai Joint School District No. 274**

**PERSONNEL**

**5420**

Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave and family medical leave the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability shall be required.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth, and recovery therefrom.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth, and recovery therefrom, shall commence only after sick leave and family medical leave has been exhausted.

Cross Reference: 5410 – 5410P      Family Medical Leave

Legal Reference: 29 CFR 825, 29 USC 2601, et seq.      Family Medical Leave Act –  
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181  
29 CFR 1604.10      Pregnancy Discrimination Act -  
Employment Policies Relating to Pregnancy and Childbirth

Policy History:

Adopted on: April 14, 2014

Revised on:

Long-Term Illness/Temporary Disability

The following procedures will be used when an employee has a long-term illness or temporary disability.

1. When any illness or temporarily disabling condition is "prolonged", an employee will be asked by the administration to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his or her position, but at some point in the future will be able to return to work.
2. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.
3. Maternity leave will be treated as any other disability. As a disabling condition, maternity leave is not available to fathers.

Policy History:

Adopted on: April 14, 2014

Revised on:

PERSONNEL

5430

Insurance Benefits for Employees/ Trustees

Newly hired certificated employees will be eligible for insurance benefits offered by the District consistent with the terms of the current collective bargaining agreement, if applicable.

Premiums for group health and accident insurance for policies sponsored jointly by the District and employees may be deducted from salaries of personnel. The premium contributed by the District for classified personnel shall be the same dollar amount as contributed for certificated personnel.

Additional private insurance may be deducted from employee wages in the same manner as provided for payroll deductions for certificated employees.

The District will contribute to full time classified employees' group health and accident insurance plan in the same dollar amount as contributed to teachers employed by the District. If any employee is employed at least twenty (20) hours per week he or she will receive a District contribution to the District sponsored group health and accident insurance plan based on the fulltime of 1,260 annual hours with present employees to be grandfathered as of August 9, 1988.

Those classified employees not employed during the summer months shall receive the same insurance contribution toward their group health plan from the District as they received during their working months, effective when the District has officially notified them of the continued employment for the next school year and the employee has given notice of acceptance of the position.

Legal Reference: I.C. § 33-517A School Districts -- Non-Certificated Employees -- Group Health Insurance  
I.C. § 67-5763 Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees

Policy History:

Adopted on: April 14, 2014

Revised on:

**Kootenai Joint School District No. 274**

**PERSONNEL**

**5440**

School Holidays

The District designates the following days as school holidays:

1. New Year's Day;
2. Martin Luther King Human Rights Day
3. Memorial Day;
4. Independence Day;
5. Labor Day;
6. Thanksgiving Day; and
7. Christmas Day.

Employees shall receive full pay holidays provided it occurs during their employment work year. In those cases where an employee, as defined in policy, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Legal Reference: I.C. § 33-512      Governance of Schools  
                          I.C. § 73-108      Holidays Enumerated

Policy History:

Adopted on: April 14, 2014

Revised on:

**Kootenai Joint School District No. 274**

**PERSONNEL**

**5450**

Vacation Leave

Twelve (12) month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1	5 days
2-10	10 days
11-15	15 days
16-19	18 days
20+	20 days

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days.

Leave credits may not be advanced nor may leave be taken retroactively.

Prior approval by the administration must be given before vacation leave is taken.

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Upon termination of employment, up to thirty (30) days of unused vacation leave will be paid at the employee's daily rate of pay.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six (6) months duration will not accrue vacation benefits.

Classified Employees

Vacation time may be earned by full time employees. Vacation time may only be earned and taken with the approval of the Superintendent as follows:

1. One (1) week of paid vacation shall be earned after the employee's first full time twelve (12) months of work;
2. Two (2) weeks paid vacation shall be earned after the employee's first full time twenty-four (24) months of work;

Vacation is to be taken during the summer school vacation and cannot be taken during the school year without prior Board and Superintendent approval. Employees who have worked part-time and subsequently become employed full time may receive partial credit for time worked for vacation purposes.

Policy History:

Adopted on: April 14, 2014

Revised on: 07/13/2020

PERSONNEL

5460

Workers' Compensation Benefits

All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Worker's Compensation insurance policy.
2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the District's Worker's Compensation report of injury forms with the District's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the District's Human Resources Department shall immediately report the injury and claim to the District's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and

2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal Reference: I.C. § 72-101, et seq.      Workers' Compensation Act

Policy History:

Adopted on: 4/14/2014

Revised on: 3/13/2017

PERSONNEL

5700

Substitutes

The term "substitute teacher" as defined in I.C. § 33-512(15) as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years. The Superintendent shall approve a list of substitutes approved for hiring for the District. All substitutes must be hired from this list.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Any teacher needing a substitute will be required to follow the procedure outlined by the building principal. Under no condition is a teacher to select or arrange for a private substitute.

The Board annually establishes a daily rate of pay for substitute teachers. Subject to the terms of a current collective bargaining agreement, no fringe benefits are given to substitute teachers.

All substitute teachers are required to report to the principal immediately. He or she will notify them of their assignments and give them detailed instruction. All substitute teachers are expected to assume the same duties and extra assignments as the regular teacher, unless specifically excused by the principal. The hours of work of the substitute teacher shall be the same as those of the regular teacher.

It is the teacher's responsibility to have lesson plans for the substitute teacher to follow. The substitute teacher will continue to prepare advance lesson plans if his or her work is for an extended period.

Substitute teachers shall receive a rate of pay established by the Board for that school term. The rate of pay shall be greater for certified substitutes. The Board shall establish for each school term a rate of pay for long term substitutes who are employed for a period of eleven (11) or more consecutive full days for the same teacher. This rate shall be greater than the regular substitute teacher rate.

It is the responsibility of the substitute to see that the District Office has the necessary information for payroll purposes. At the completion of each day of substitution, it is the responsibility of the substitute to see that a signed time card is completed and signed in the principal's office.

Reference is made to the current Substitute Handbook and made a part hereof as though fully set forth herein.

Substitutes for classified positions will be paid by the hour.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or  
Applicants for Certificates  
I.C. § 33-512(15) Governance of Schools

Policy History:

Adopted on: April 14, 2014

Revised on:

**PERSONNEL**

Leadership Premiums

The Board shall have in place a plan and criteria for providing leadership premium compensation to reward teachers and pupil service staff for serving in a leadership capacity in their schools.

Leadership priorities will be based upon one or more of the criteria below as identified by a committee consisting of teachers, administrators, and other District stakeholders and approved by the Board. The decision as to whom and how many instructional and pupil service employees receive leadership premiums shall not be subject to collective bargaining and shall not become a part of the negotiated agreement.

Leadership Criteria

The Board shall award leadership premiums of a minimum of \$900 to certificated instructional and pupil service employees, regardless of such employee's full or part time status, in recognition of the additional time they will spend fulfilling one or more of the following leadership roles:

1. Teaching a course in which the student earns both high school and college credit;
2. Teaching a course to middle school students in which the students earn both middle school and high school credit;
3. Holding and providing service in multiple non-administrative certificate or subject endorsement areas;
4. Serving, or being hired to serve, in an instructional position designated as hard to fill by the Board, including a career technical education program;
5. Providing mentoring, peer assistance, or professional development to teachers in their first two years in the profession;
6. Having received professional development in career and academic counseling, and then providing career or academic counseling for students, with such services incorporated within or provided in addition to the teacher's regular classroom duties; and
7. Various other criteria designated by the Board, excluding duties related to student activities or athletics, that require the employee to work additional time such as:
  - A. Curriculum development;
  - B. Assessment development;
  - C. Data analysis;
  - D. Grant writing;
  - E. Special program coordinator;
  - F. Research project; and
  - G. Teaching professional development course;

The Board may grant multiple leadership premiums to those performing multiple duties, but no employee shall receive leadership premiums that exceed 25% of the employee's minimum salary as designated on the career ladder.

These premiums shall be valid only for the fiscal year for which the awards are made. Duties related to student activities and athletics shall not be eligible for leadership premiums.

Leadership Premiums Not Funded

In extraordinary circumstances where funds are not appropriated for Leadership Premiums, this policy is suspended until such funds are replenished by the State.

Legal References:	I.C. § 33-1004F	Obligations to Retirement and Social Security Benefits
	I.C. § 33-1004J	Leadership Premiums

Policy History:

Adopted on: 04/14/2014

Revised on: 02/13/2017

Revised: 08/17/2020

Reviewed on:

**Kootenai Joint School District No. 274**

**PERSONNEL**

5483

Salary Schedule

The Board of Education shall establish a salary for certified staff which:

1. Will attract well-qualified candidates to Kootenai School District;
2. Provide stability for the professional staff; and
3. Is within the financial capabilities of the District.

The District's certificated salary schedule shall be established by the Board of Education when it has concluded negotiating salaries with the Teachers Professional Organization.

The Board of Trustees shall also establish salaries for the several classified positions in the District.

Policy History:

Adopted on: April 14, 2014

Revised on: